



LIBRARY AND LEARNING RESOURCES

50 PHELAN AVENUE • R501 • SAN FRANCISCO, CA 94112 • 415. 452.5400 • FAX 415. 452.5588

STAFF INITIALS:
TODAY'S DATE:

COURSE RESERVE MATERIALS REQUEST FORM

INSTRUCTORS must submit this form to the library EVERY SEMESTER.

Please notify the Circulation Staff when materials are no longer needed on Reserve. Reserve materials owned by the library will be returned to the regular collection if not renewed each semester. Reserve materials owned by the instructor will be returned to the instructor. **Due to space limitations, instructors are limited to ten reserve books per course.**

Loose leaf material placed on reserve must be accompanied by a folder or binder. The library cannot provide folders or binders for course reserves. Please consider e-reserves for non-book materials. Allow one week for processing personal copies of all materials.

Course (e.g. CDEV 62, ENGL 92, MATH 840):	
Semester/Year:	

Instructor:	
Phone:	
Email:	

Author	Title	#/ copies	Replacement Costs	Library Use Only (check)	Loan Period (varies by campus) (indicate # of hours 2, 4, 24, 48, 72 OR 7 day)

The library is not responsible for damage or loss of personal items placed on reserve.