REQUEST TO PLACE ITEM ON RESERVE

RIO HONDO COLLEGE LIBRARY

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Circulation Desk will NOT accept duplicate or “burned” copies of original, copyrighted video material.
Any loose-leaf pages or video discs submitted must be in a binder, folder, or a case, and “check-out ready.”

Instructor’s full name: ____________________________________ Date submitted: _________
Course# (e.g., AJ 101): __________________ Email: _________________________________

ADD A BOOK TO RESERVE

<table>
<thead>
<tr>
<th>Title/Author</th>
<th>Edition</th>
<th>#copies</th>
<th>Loan Period</th>
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*Processing items for the reserve collection may take up to two (2) days.

REMOVAL INSTRUCTIONS
When material should be removed from reserve (select one of the following):

☐ Remove material from reserve on (date) ______________________
☐ Do not remove from reserve. Keep on reserve shelf indefinitely
☐ Other: _________________________________________________________

REMOVED MATERIAL
When material is removed from reserve (select one of the following):

☐ Please contact me and I will return to pick up reserve items personally.
☐ Please return material to me, via campus mail.
☐ Donate to the library.

Please attach this form with the textbook you are adding to reserve.