REQUEST TO PLACE ITEM ON RESERVE
RIO HONDO COLLEGE LIBRARY

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Instructor 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 (check one)</th>
<th>AIE</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.*

CR/RM 8/2019