

RAPPAHANNOCK COMMUNITY COLLEGE LIBRARY

FACULTY COURSE RESERVE REQUEST FORM

Submit 2 weeks prior to the beginning of semester you want items available for students.

Name: _____ Date Submitted: _____

Email: _____@rappahannock.edu My Home Campus is: _____

Class Name: _____ Class Number: _____
(Example: Physical Geology) (Example: GOL 105)

Is this your personal item? Yes **OR** No

- **If YES**, would you like the item returned to you **or** would you like to donate it to the campus library for general circulation?

Donate to campus library **OR** Return to teacher

- If you are NOT DONATING Item, do you think the library should purchase this item?

Yes **OR** No

Author, Title	Date item to be Taken off Reserve	Barcode [completed by library staff]

Choose **ONE** of the following:

_____ I want the above book (s) located at the Glenns Campus Library Reserve Shelf.

_____ I want the above book (s) located at the Warsaw Campus Library Reserve Shelf.

Choose **ONE** of the following:

- _____ In Library use only: Material must not leave Library
- _____ 2 Hour Reserve: Materials may be checked out for 2 hours
- _____ Overnight Reserve: Materials must be returned by 9 am the next day
- _____ 3 Day Reserve: Materials must be returned within 3 business days
- _____ 1 Week Reserve: Materials must be returned within 7 business days
- _____ Semester Reserve: Materials must be returned by last day of finals for current semester

FOR LIBRARY USE ONLY – Update Yearly

Updated By: _____ Date: _____

Updated By: _____ Date: _____

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