LIBR-14
Library Reserve Shelf Request

RAPPAHANNOCK COMMUNITY COLLEGE LIBRARY
Reserve Shelf Request

Please submit 2 weeks prior to the beginning of semester you would like to make items available to students.

Name: ___________________________________________ Date Submitted: _____________
Email: ___________________________________________
Class Number: __________________

Is this a professor’s personal item? _____Yes _____No
• If yes, should the library add the item to the collection or would the teacher like the item returned after reserve period is complete? _____Add item to collection _____Return to teacher

• If yes, do you think the library should purchase this item? _____Yes _____No

<table>
<thead>
<tr>
<th>Author, Title, Campus</th>
<th>Barcode [completed by library staff]</th>
<th>Date item to be taken off Reserve</th>
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Please 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

_____ 1 Week Reserve:   Materials must be returned within 7 business days

_____ 3 Day Reserve:   Materials must be returned within 3 business days

_____ Semester Reserve:  Materials must be returned by last day of finals for current semester