Course Reserve Request
BCTC Library—Public Services

Please print this form, fill it out, and bring it to the library, along with the materials you want to place on Reserve.
Please fill out separate forms for different courses.

Instructor’s Name: _____________________________   today’s date: __________

Email Address: ________________________________

Course Name and Number: ________________________________

Loan Period: 2 hour 1 day

Note: Students will not be permitted to remove any 2 hour reserve items from the library without your permission.

Dates needed on reserve: from __________ to __________

Note: In order to cut down on confusion, please provide us with the exact title and author of each item as the students have been given.

Title __________________________  Author __________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

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_________________________________   (Signature)   _________________   (Date)

Your signature is necessary for the processing of photocopied materials.