

RESERVE MATERIALS FORM

COLLEGE OF ALAMEDA LIBRARY/ RESERVES

Instructors: Please use this form to place materials on reserve. Fill out a new form for each title you would like to put on reserve (if multiple editions or volumes of the same title, submit them in the same form).

Please contact Reserves (Ext. #2122) to withdraw or keep materials on reserve after the semester's use. Unclaimed & unused materials will be withdrawn from Reserves after one year.

Date of request: _____

Instructor's name: _____

Class (name and code): _____

Department: _____

Email address: _____

Alternate contact: _____

- I would like to **donate** my copy of this title to the library
- I would like to **loan** my copy of this title to the library (**we will contact you when your item is removed from Reserves and ready to be picked up; if no response is received after two months, the item will be considered a donation to the library**)
- I would like the library to **purchase** a copy of this title for the Reserves shelf, if no copies are available in the collection

Reserve title: _____

Author/editor: _____

Edition/year/volume: _____

- Remove this title from Reserves after (mm/dd/yyyy) _____
- Remove this title from Reserves at the end of the semester