

PSC LIBRARY RESERVE REQUEST FORM

Books, DVDs and Realia

Use this form if you would like to place a book, DVD, or other physical item on reserve in the library. First, fill out and submit this form, then bring this form and the item to the library circulation desk.

Policies

Only faculty and staff can place items on reserve. Both library and personally or departmentally-owned titles may be placed on reserve. Requests to place a library-owned item on reserve or to purchase an item to be placed on reserve are subject to library approval. The library is not able to purchase traditionally-published commercial textbooks to place on reserve. Items stay on reserve for a period of 1 academic year or until the person who placed it on reserve retrieves the item and removes it from reserves. If you are unsure if an item qualifies for the reserves, please contact the library.

Book/DVD/Realia Title: _____

Course (Title and Number): _____

Name of faculty member(s): _____

Loan Period: ____ 2-hour loan OR ____ 3-day loan

Cost of item: _____

If no cost is entered the price found on Amazon will be used. If no price is available, items will be assigned a default cost of \$70 for books and \$35 for DVDs. While the library will make a good faith effort to bill students, the library cannot be held responsible for lost or damaged items.

Is this a personal or College-owned item? **Circle One: Personal | College-owned**

Should the item be returned to the owner/department or donated to the library upon its removal from the library reserves? **Circle One: Returned | Donated**

Please note the following if you would like the item returned: After an item has been removed from the reserves, the library will wait one year from its first attempt to contact the owner and arrange for pickup before assuming the item has been donated.

Faculty/Staff Signature: _____ Email: _____

Library Staff Member Assisting: _____ Date: _____

Item Barcode: _____ Request completed on (Date and initial) _____