

Holly Library Reserve Request Form

Please allow at least 3 working days for processing.

Please fill in ALL information otherwise filling your request may take longer.

Instructor: _____ Date: _____

Building/Room#: _____ Phone ext: _____

Course Name and Number: _____

Institution: ABTCC _____ WCU _____ Other _____

Checkout Period:

- _____ 2 hours in library only
- _____ 4 hours in library only
- _____ Overnight
- _____ 3 days
- _____ 1 week

Keep on Reserve until:

- _____ End of fall semester
- _____ End of spring semester
- _____ End of summer semester
- _____ Other – (enter date)

Title	# of copies	Type: B = Book C = Photocopy * M = Media O = Other	Owner: L = Library P = Personal or Dept O = Other

* **NOTE:** Each photocopy placed on reserve must be accompanied by a Copyright Compliance Form (available on the library web page.) Photocopies may only be used for one semester unless permission for continued use has been granted by the copyright holder.