

LIBRARY RESERVE MATERIAL FORM

Instructor's name: _____ Date: _____

Course Number (ex. COR 110): _____ Course Title: _____
(You only need one form for each class)

Audio tape(s): Book(s): CD(s): DVD(s): Photocopies(s): Video(s):

Start Date: _____ End Date: _____

All course material to be placed on reserve must be received 24 hours in advance.

When placing multiple photocopies of the same material on reserve, please make sure to have a **1" clear left margin to allow for binding**. **Please do not make double sided copies**. If you are placing three copies on reserve, please add a fourth copy to use as a replacement.

The course material will be placed on reserve status for ONE SEMESTER. At the end of each semester, all items will be taken off reserve status. All non-library materials will be returned to the appropriate instructors through campus mail.

Contact Person: Tammy Poquette Email: tpoquette@champlain.edu Phone: (802) 865-6489

For Library Staff Only:

Library Aides Date: _____ Initials: _____ Please review for clarity. Put the item(s) on the tray in room 103.
CC & LA II Date: _____ Initials: _____ New Made Active Checked By: _____

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