RIVERSIDE COMMUNITY COLLEGE DISTRICT LIBRARY RESERVE REQUEST FORM

Date: ______________________

Riverside Campus  Norco Campus  Moreno Valley Campus

Instructor: _______________________________  Course Title & Number: ____________________________

(Please use exact abbreviation of course as listed in the schedule)

Phone Number: ___________________________  Library Use Only?  Yes ☐  No ☐

If a photocopy of an article or chapter of a book is submitted, PLEASE INDICATE THE AUTHOR.

<table>
<thead>
<tr>
<th>Author</th>
<th>Title</th>
<th># of Copies</th>
<th>Check-Out Time:</th>
<th>Return/Donate</th>
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<tr>
<td></td>
<td></td>
<td></td>
<td>1hr 2hr 1dy 3dy 7dy</td>
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</tbody>
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*IF NO RETURN DATE IS GIVEN, MATERIAL WILL AUTOMATICALLY BE RETURNED TO YOU AT THE END OF THE SPRING SEMESTER.*

Each Reserve item can be located by checking in the LAMP system using the course code (or course title), or instructor’s last name.

Please instruct your students to get the call # of the reserve item they need from the LAMP system.

Riverside 222-8651  Norco 372-7019  Moreno Valley 571-6111

The Library is not responsible if items are lost or damaged while on reserve.