

Kellogg Community College LRC Circulation Reserve Material Request Form

Please fill out the information below and **attach a copy of the Course Syllabus or Assignment Sheet** so that the LRC Staff can efficiently process your request. If you have any questions, please call Patty Ralph at extension 2370. Please allow at least **one (1) school day for processing.**

Instructor: _____ Phone Number or extension _____

Course Title: _____

If your item has several pieces / parts, how would you like them to be checked out?
As a set? _____ Individually? _____

Special Instructions: _____

**Date materials can be taken off reserve: _____

Choose one of the following circulation options for each item listed.

Closed Reserve material does not leave the library
Open Reserve 3 days

Open Reserve overnight
Open Reserve one week

Exact title of book(s) or material(s):	Circulation Option	Personal or LRC copy
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please list the exact titles the students will be requesting.

Attach additional sheets if necessary.

**Please notify Patty (ext. 2370) before picking up your reserve items. All LRC owned items will be returned to the shelves on the above requested date, unless instructed to do otherwise. Please see your reserves listed on the library's website (<http://lrc1.kellogg.edu/search/X>). Thank You!