

*Lake-Sumter Community College*  
*Library*  
**Reserve Request**

*All materials to be placed on reserve in the library must be requested on this form, which must be returned via email or turned in to the library circulation desk within 24 hours in advance of announcing the assignment in class.*

INSTRUCTOR'S NAME: \_\_\_\_\_

INSTRUCTOR'S ID: **X000** \_\_\_\_\_

INSTRUCTOR'S PHONE: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_ COURSE NUMBER: \_\_\_\_\_

DATE MATERIALS ARE TO BE PLACED ON RESERVE: \_\_\_\_\_

DATE MATERIALS ARE TO BE TAKEN OFF RESERVE: \_\_\_\_\_

**RESERVE TYPE:**

- Library Use Only (4 hour reserve—may not leave library)
- Overnight Use (may go out overnight and must be returned by closing the next day)
- Three-day Use (may be checked out for up to three days)

**MATERIALS TO BE PLACED ON RESERVE:**

<u>Author</u>	<u>Title</u>	<u>Call No.</u>	<u>No. of copies</u>
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\* *Materials are to be picked up by the instructor when they are no longer needed on Reserve.*