

Los Angeles Harbor College Library Class Reserves Form

INSTRUCTOR _____ CLASS _____

DATE _____ EMAIL _____

Length of loan period choices are: LIBRARY USE ONLY, THREE DAYS or ONE WEEK.

TITLE AND EDITION _____

LENGTH OF LOAN _____ Will you want this item returned to you? YES _____ NO _____

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LENGTH OF LOAN _____ Will you want this item returned to you? YES _____ NO _____

We will keep items on reserve for 2 semesters after the above date.

If you would like items returned, where on campus should we send them? _____

If you do not elect to have items returned to you, please note that the library will use or discard them according to internal policies and procedure such as disuse or obsolescence.

The library staff reserves the right to change the loan period as demand warrants.

Initial _____

The library will make every effort to have these Class Reserves available to students within 24 hours!