



# Kendall Campus Library

## RESERVE REQUEST FORM

To place materials on reserve in the Kendall Campus Library, please print and complete this form, and send it with the reserve materials to: **Gloria Bedoya**, room 2245.  
For assistance, contact Gloria at (305) 237-2224 or gbedoya@mdc.edu.

Date \_\_\_\_\_ Course \_\_\_\_\_ Term \_\_\_\_\_

Instructor Name \_\_\_\_\_ Room No. \_\_\_\_\_

Phone \_\_\_\_\_ E-mail \_\_\_\_\_

**Please indicate checkout status:**

Room Use Only; please specify number of hours student may use item (2 hour minimum) \_\_\_\_\_

One Day Loan \_\_\_\_\_ One Week Loan \_\_\_\_\_ Other \_\_\_\_\_

Allow students to photocopy? Yes / No

Title of Material	Instructor Copy	Library Copy	Office Use Only	
			Date Added	Date Returned

**Please allow forty-eight hours processing time.**

Special Instructions: \_\_\_\_\_  
\_\_\_\_\_

Instructor's Signature: \_\_\_\_\_

**Any item that has not circulated during the semester will be removed due to limited space.**