



Date: _____

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 **Kristal Lewis**, room 2245. For assistance, contact Kristal at (305) 237-2224 or klewis@mdc.edu.

Course Name _____ Course Number _____ Term _____

Instructor Name _____ Room No. _____

Phone _____ Email _____

Please indicate checkout status:

Room Use Only; please specify preferred loan option

2-Hour Maximum _____ 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: _____

- Disclaimer: Materials on reserve will have security alarm strips on them as well as labels on the front cover for easy identification. Please let us know if you have any objections to this policy.
- Any item that has not circulated during the semester will be removed due to limited space.