Reserves Form

Instructions: Please print this form, fill it out, and send it to the library with the material(s) you wish to put on reserve. Adjunct faculty must request library privileges (http://www.mdc.edu/wolfson/learningresources/library/faculty.asp) in order to use this service.

Date: ____________________

Instructor’s name: ________________________________

Fulltime: __  Parttime: __  Last two digits of ID: __________

Department: ______________________________________

Phone: ______________  Email: _______________________

Course                   Title of material(s)

_________  ______________________________________

_________  ______________________________________

_________  ______________________________________

Hold for  Fall ___  Spring ___  Summer ___

Note: It is customary to write the word “RESERVES” on the edges of each book for ID purposes. Is this ok with you? ___

Contact person: Diana Beardon: 305 237-3447