



Placing Materials on Reserve at the Macomb College Library

Instructors: Please fill out this sheet, and either drop it off at the Library's front desk with your materials to be placed on Reserve, or send it with any personal materials via interoffice mail to the Circulation Desk of the Library campus (Center or South) where you want your materials to be placed on Reserve. If you have any questions, call Rose (x2109) or Eva (x2052) at Center Campus or Arlene (x7985) or Joyce (x7606) at South Campus.

Date: _____
Name: _____
Dept: _____
Phone #: _____
E-mail: _____

Campus: Center South

How long do you want these materials to be held on reserve?

Remaining Semester Following Semester One Year Other : _____

How long can students check out these reserve materials?

3 Hours – In Library Only 3 Days One Week

Whose Book Is This?	Book Title	Book Author	For Library Books - Call Number
------------------------	------------	-------------	------------------------------------

Library Personal _____

Library Personal _____

Library Personal _____

Library Personal _____

Library Personal _____

Library Personal _____

Library Personal _____

Library Personal _____