Placing Materials on Reserve at the Macomb Community 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, please contact library staff members at Center Campus (x2109 or x2052)) or South Campus (x7985 or x7606)

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 Material Is This?	Title	Author	For Library Call Number
☐ Library ☐ Personal			
☐ Library ☐ Personal			
☐ Library ☐ Personal			
☐ Library ☐ Personal			
☐ Library ☐ Personal			
☐ Library ☐ Personal			
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