CERRITOS COLLEGE LIBRARY
RESERVE REQUEST

ATTENTION: PLEASE GIVE US AT LEAST *3* DAYS FOR PROCESSING

Instructors please complete the following information:

CIRCULATION PERIOD
(Choose one only)

A. Library use only (.50¢ an hour if overdue)

1 hr_____ 2 hr_____

B. Day check out (return anytime of the day, $1.00 a day if overdue)

1 day_____ 2 day_____ 8 day_____

Instructor's Name_____(ext)_____
Please print clearly (we need first and last names)

Department_____Date_____

Please have all submitted material ready for Reserve processing (stapled, folders, etc.)

MATERIALS ***Please state title of material as student will be requesting it.***

Course Name and # (example- ENGL100 for English 100) Title of Material

_____ _____ **KEEP UNTIL** _____

Course Name and # Title of Material

_____ _____ **KEEP UNTIL** _____

Course Name and # Title of Material

_____ _____ **KEEP UNTIL** _____

Course Name and # Title of Material

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