From: Library Circulation Department
Re: Reserve Materials

Name of Professor: ______________________________________________________

Course Name & Number: __________________________________________________

Please Remember to:

- Check the appropriate box below.
- Come to the library and pull the items that are to be placed on reserve.
- Bring the pulled items and copy of this form for each class to the Information & Circulation Desk.
- If you were unable to retrieve your items or want assistance locating items, please send an email to circdesk@lbc.edu or by the Information & Circulation desk.

Types of Reserve (Please check appropriate box)

☐ In Library Reserve: Materials may not be checked out of the library.
☐ 2 Hour Reserve: Materials may be checked out of the library for two hours. (*This is for collaborative in-class assignments only.*)
☐ 2 Day Reserve: Materials may be checked out anytime during the day and are due back the second class day.
☐ 1 Week Reserve: Materials may be checked out anytime during the day and are due back in one week.
☐ 2 Week Reserve: (Graduate School) Materials may be checked out anytime during the day and are due back in two weeks.
☐ Other: Email circdesk@lbc.edu or call Allison Jones (x5112).

NOTE: You may change the loan period as the due date of an assignment approaches or passes, if it will help more students complete the work.