

## Reserve Item Form

Instructor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Course title: \_\_\_\_\_ Course Number: \_\_\_\_\_

Semester: \_\_\_\_\_ GCCC \_\_\_\_\_ FSU \_\_\_\_\_

### Item Description

Title of work: \_\_\_\_\_

Author: \_\_\_\_\_

Book     DVD     VHS     Other

For Other, please give a description of the work: \_\_\_\_\_

\_\_\_\_\_

Check-out Period:

2 hours-In house use (Item cannot leave the library)

4 hours-In house use (Item cannot leave the library)

3 days

7 days

Semester loan

Should item remain on Reserve for future courses?            Y            N

\_\_\_\_\_

Signature

Date