

Mesa College Library Course Reserve Form

Date: _____

Time: _____

Initial: _____

PLEASE ALLOW ONE WEEK FOR PROCESSING

Instructor _____ Dept. _____ Course Number _____

(NOT CRN example: HIST 109)

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- All items placed on Course Reserve will be security stripped and have a call number label and barcode applied.
- *USAGE: There are three borrowing period options:
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Overnight Loan [OV]
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OR LOSS OF INSTRUCTOR-OWNED MATERIALS**

Remove at the end of ONE semester

Remove at the end of TWO semesters

			OFFICIAL USE ONLY			
TITLE/AUTHOR	COST	*USAGE (SEE ABOVE)	BARCODE #	CALL #	P/L	REMOVED

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Instructor signature _____ Today's Date _____

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