HACC Library RESERVES REQUEST FORM  
(One form per item)  

(Select one) Spring  Summer  Fall  Year: ____  

Title of Item ____________________________________  

Instructor’s Name ____________________________________  

Course ID (example: Math 104) ____________________________  

Author/Publisher __________________________________________  

Publication Date (if applicable) ______________________ Vol./Issue/No.(if applicable) ________________  

Please Check one:  

____ Book (Workbooks must receive copyright permission) ______ VHS ______ DVD ______ CD ______ Periodical  

____ Photocopy (check one below)  

____ Permission was received from the copyright holder and a copy of the permission letter is attached to this form.  

____ Permission was not received from the copyright holder. I will work with the library in obtaining permission.  

____ This item is public domain and does not require copyright compliance.  

____ This item was created for Student Use by instructor.  

Please check:  

____ Item owned by HACC - Barcode # ________________________  

____ Item owned by requesting faculty member (ILL (InterLibrary Loan) books can not accepted)  

(Office use only) Assigned Barcode # ____________________________  

Borrowing Information: (please circle one)  

In Library Use (Same Day)  1-day (overnight)  3-Day  7-Day  14 Day  

Length of time to keep on reserve: (Please choose one)  

From: _________________ To___________________  

OR  

End of Semester ________________  

At the end of the semester, a letter will be sent to you via intercampus mail/email asking how the library should proceed with your reserve material. If your reserve is to stay on for the next semester, we will verify this with you through the letter/email. If it will not be on reserve for the next semester and:  

° The item belongs to you, it will be returned to you via intercampus mail or whatever previous arrangements you made with the library.  

° The item belongs to the library, it will be returned to our shelves.  

All course reserve materials will be removed from reserves at the end of each semester if we do not hear a reply from you.  

If copyright permission is required, the library will submit the request to CCC or the publisher. The Library has a limited budget for copyright fees and will seek alternatives to this request.  

Instructor’s signature ____________________________________________ Date ___________ Library Staff Initials ________  

(Your request will be processed within 2 days of receipt of this form)