

FISHER LIBRARY-- QUARTERLY RESERVE FORM

Course Number _____ Instructor _____
 Course Title _____ Phone #: Day _____
 Quarter _____ Phone #: Eve _____

INSTRUCTIONS

1. List ALL required materials (books, cassettes, journals, etc.), including textbooks. Mark these "R" for Required. These titles will be available for hourly and one week loans.
2. List any supplemental titles you suggest for this course. Mark "S" for Supplemental. These titles will be available for 5 week loans.
3. Include COMPLETE information: full title, author's first & last names, publisher, date & edition.
4. Return completed form to your Faculty Coordinator ASAP or no later than SIX WEEKS before the Quarter begins.

ADDITIONAL INFORMATION

- Due to the copyright laws, we are unable to accept photocopied materials. That includes readers!
- Reserve titles not currently in the collection will be ordered. Receipt of orders takes from 6 to 12 weeks.
- Personal copies may be placed on reserve as *Library Use Only* for titles which are on order or out of print. Give personal copies to the library or Call Rita (925) 969-3111.
- To confirm that your request has been processed, search by your name or course number using the Course Reserves mode in the library catalog <http://library.jfku.edu>

AUTHOR	TITLE, PUBLISHER, DATE & EDITION	R or S	STAFF NOTES

