

**Sacramento City College Library
Reserve Books and Pamphlets**



Please complete the information below to place your material(s) on Reserve. Allow three working days to process materials. Thank you.

Instructor _____
Last Name First Name

Division _____ Telephone _____

Course Name and Number _____

Title _____

Author _____ Edition _____

Length of Checkout

- 2 hour Library use only
- 2 hour Overnight checkout
- 1 day
- 3 day
- 1 week

Duration of Time on Reserve

- Fall semester, year _____
- Spring semester, year _____
- Summer session, year _____
- Other _____

Is this a **permanent library donation** () yes () no

Comments:

Date/Staff initials _____