

Library Reserve Request

I understand that the Mission College Library Staff cannot be held responsible for the theft, damage or misuse of reserved materials beyond a reasonable extent and that materials submitted comply with the fair and permissible use provisions of the U.S. Copyright Act.

Signature _____ MS# _____

Date _____

Please remind your students that a current Mission or West Valley ID card is REQUIRED for using reserved materials.

Rev. 12-02-03

Library Reserve Request

Date received: _____

Date to make available (allow 48 hrs.) _____

Date to remove (REQUIRED): _____

PRINT instructor's name: _____

Phone number: _____

E-mail/MS# address: _____

Course name & no.: _____

Circle media type video book CD audio cassette

Title: _____

Comments: _____

Print out **one copy of this sheet for each item** you wish to place on reserve, fill out both boxes, and return to the Library Check Out Desk with the items you wish to put on reserves. If you need assistance, contact the Library Check Out Desk at 408-855-5150.