College of Central Florida

Library Reserve Form for Faculty

Books, articles, DVD’s, or any other item, whether a library or personal copy, can be placed on reserve in the library.

Date: _______________________

Course Number: ____________________________ Course Title: __________________________

Instructor’s Name: __________________________

Office Ext/Contact #: __________________________

Semester(s): ____Fall ____Spring ___ Summer A B C School Year: ______ to ________

For handling of reserved items at end of term, please check the appropriate box:

- Return personal copy to instructor
- Return library item to collection
- Donate item to the library
- Hold item for instructor pick-up

<table>
<thead>
<tr>
<th>Description (title, author, journal, pub. date, ISBN, ISSN, etc.)</th>
<th>Library or Personal copy</th>
<th>Loan Period</th>
<th>Format (Book, DVD, other)</th>
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<tbody>
<tr>
<td>Library</td>
<td>Personal</td>
<td>2 hr (library use only)</td>
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<td>Library</td>
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- Exams, syllabi, lecture notes, homework answers
- Student Papers (proof of consent of author is required)
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- Multiple articles from a single journal issue; multiple chapters from a book
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