

TIME & DATE material received by circulation staff: \_\_\_\_\_

**CABRILLO COLLEGE LIBRARY  
RESERVE MATERIALS INTAKE FORM**

**INSTRUCTOR NAME:** \_\_\_\_\_, \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

Please PRINT clearly Last name First name M.I.

<i>Office use</i>	Class Name & #	Author	Title	*Loan Period*	Date off Reserve	<i>Office use</i>

We will process only **THREE** copies of a single item per class.

**\*LOAN PERIODS: 1 hour, 2 hours, 2 hours / overnight 2 hrs prior to closing, 4 hours, 24 hours, 48 hours, 72 hours, or 1 week.**

Do you want a security detection strip placed in your personal copies? Yes \_\_\_ No \_\_\_

**TO BETTER HELP YOU AND YOUR STUDENTS, PLEASE:**

1. Place on Reserve **only** titles in which required assignments will be made.
2. **Allow 48 weekday hours before assigning materials to students.**
3. Tell students to ask for these materials at the Circulation Desk.
4. Inform the Reserve Desk when materials are no longer needed by your students.
5. **Tell students that the Library must enforce loan periods and fines for late materials for all instructors.**

When you leave Cabrillo, please retrieve your Reserve items from the Library. We may have difficulty returning them to you later.

Materials processed for the Reserve collection will have labels, barcodes, and date due slips attached to them. The Library will follow normal security precautions, but can assume no responsibility for the loss or damage of personal copies.

**PLEASE NOTE:**  
Responsibility for compliance with U.S. Copyright laws in regards to photocopied Reserve materials rests with the Instructor. Please remove all your photocopied Reserve materials at the end of each semester, or we will return them to you. Thank you.