

## QVCC Library RESERVE REQUEST FORM

**SEMESTER:** \_\_\_\_\_

**INSTRUCTOR:** \_\_\_\_\_

**COURSE NAME:** \_\_\_\_\_

**COURSE #** \_\_\_\_\_

At an instructor's request, the QVCC Library will place on reserve library-owned or faculty-owned items for the use of students enrolled in the instructor's courses. Please indicate the loan period for each item, below. For faculty-owned items, please also indicate whether staff may place a library barcode on the item.

<b>ITEM DESCRIPTION</b>	<b># of copies</b>	<b>---Choose 1 loan period---</b>				<b>OK TO BARCODE?</b>
		<b>Library use only</b>	<b>1-day</b>	<b>3-days</b>	<b>7-days</b>	

Questions: Contact the Library: 860-932-4007 / [library@qvcc.edu](mailto:library@qvcc.edu)