

# CTX Library COURSE RESERVE FORM

INSTRUCTOR:

COURSE TITLE & NUMBER:

INSTRUCTOR'S EMAIL ADDRESS:

INSTRUCTOR'S PHONE NUMBER:

**Checkout Period** (please CIRCLE one):

2 hour      4 hour      24 hour      2 day      7 day

Can students use these materials outside of the library? (circle one)      YES      NO

Do you permit library staff to sensitize personal items with a security strip?      YES      NO

Do you want personal copies returned to you at semester's end?      YES      NO

If so, how would you like your books returned to you?

CAMPUS MAIL      LIBRARY PICK-UP      POSTAL MAIL (include address on reverse)

Reserved status start date:

Reserved status end date:

Due to space limitations, CTX Library is not able to place items on permanent reserve. You are welcome to donate items into our circulating collection, however.

List the items for your course reserve list

1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

ANY PERSONAL ITEMS LEFT IN THE LIBRARY MORE THAN ONE MONTH AFTER THE RESERVE END DATE MAY BE CLAIMED AS DONATIONS BY THE LIBRARY.