

RESERVES REQUEST FORM
GLEESON LIBRARY / GESCHKE LEARNING CENTER
 (415) 422-2662 or to leave a message x6908 / gleesonreserves@ufsca.edu

Received By: _____

Date: _____

Instructor: _____ **Telephone:** _____ **Semester:** _____

Campus Address: _____ **E-Mail** _____ **Dept.:** _____

Course Number: _____ **Course Title:** _____
Dept # Course # Section(s) #

- **Required readings only**, not recommended readings, should be put on reserve.
- Allow for at least 2-3 business days for processing. We do not make any specific guarantees as to processing time.
- Photocopied items must be in a binder, and articles separated. Scanning is on a first come first serviced basis.
- **All personal material must be picked up by the end of the semester. Electronic items are deactivated. Library items are returned to the library stacks.**

LOAN PERIODS

LUO – Library use only for 2 hours **24 HOUR** – Check-out for 24 hours

2 HOUR/Video 3hr. – May leave the library **ONE WEEK** – Check-out for 7 days

The library reserves the right to change the loan period of items depending upon supply and demand, and during final examinations and holiday periods.

Readings, physical and electronic are titled 'READER'. If no physical copy is wanted write 'Activate' in the loan period box. *Office Use Only*

	CALL NO.	AUTHOR	TITLE	LOAN PERIOD	Status/Action*
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

*Status Options: Recall, Search, Order, On, Off, Add...
 Include date status/action taken. (7/31/06)