Reserve materials are supplementary resources instructors can make available to their students. These materials are kept behind the Circulation Counter and students need to request them by the item’s library call number. Please review the Guidelines for Placing Materials on Reserve on the reverse before completing the form below. Please allow three days for processing reserves when adding and removing items. We recommend submitting reserve items two weeks prior to the start of a semester to assure the items will be available to students on the first day of instruction.

**Type of Reserve:**
- **Print/Media** – Items such as books, journal articles, or multimedia. Items can circulate two hours to one week.
- **Electronic (e-Reserve)** – Items such as articles, a book chapter, study guides/exams written by the instructor. Items will be available online via the library catalog.
- **Both** – Items that qualify for e-Reserves can be placed concurrently on print and e-Reserve to allow for greater access to students.

**RESERVE ITEM INFORMATION**

<table>
<thead>
<tr>
<th>Title/Citation</th>
<th>Author</th>
<th>Year/Edition</th>
<th>Length of Checkout (for Print Reserve)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ 2 hour (Library Use only) ☐ 1 day ☐ 3 days ☐ 1 week</td>
</tr>
</tbody>
</table>

**STAFF USE ONLY**

<table>
<thead>
<tr>
<th>Bookstore Price</th>
<th>Call Number</th>
<th>ISBN</th>
<th>Barcode</th>
</tr>
</thead>
</table>

**Retention Period with Year (select one):**
- ☐ End of Fall 20____
- ☐ End of Spring 20____
- ☐ End of Summer 20____
- ☐ Retain until further notice
- ☐ Retain until ____________ (Specific date)

**When Retention Period is over the item will be:**
- ☐ Sent to instructor’s mailbox
- ☐ Donated to collection
- ☐ Other ______________

_I have read, understand, and will follow the Folsom Lake College Library Reserves policies and copyright guidelines. I assume the responsibility of compliance with copyright laws for any materials placed on reserve on my behalf._

Signature ____________________________ Date ________________

FLC Library: Forms may be brought to the Circulation Counter, sent via campus mail, or emailed to Kevin Webb at webbk@flc.losrios.edu.

EDC Library: Forms may be brought to the Circulation Desk, sent via campus mail, or emailed to Gayle List at listg@flc.losrios.edu.

Please allow 3 working days for the processing to be completed.