RESERVE MATERIAL REQUEST FORM

Please fill out the following information and deliver to a librarian along with your Reserve material.

Name: ________________________________________________________________

Phone Number: ___________________________ Email: ____________________________

Course: ________________ Semester: ________________________________

Item on Reserve:

Title: ________________________________________________________________

☐ Book  ☐ DVD

☐ Other (Please specify): ________________________________________________

Is this library material or your personal copy? __________________________ Length of Reserve: __________________________

Can this Item be taken out of the library? __________ If yes, for how long? __________________________

Special Instructions:

____________________________________________________________________________

Please Note: Reserve materials are kept behind the Circulation Desk. Students need their Harcum College ID to check out materials. The standard checkout policy is two hours for in-library use. If you have any questions, please ask a librarian for assistance or call 610-526-6085.

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