

**William Chatlos Library**  
**ALL PRINT and MEDIA Reserve Request List**

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

COURSE NAME \_\_\_\_\_

INSTRUCTOR \_\_\_\_\_

DATE \_\_\_\_\_

**OFFICE USE ONLY**

| On Reserve | Off Reserve |
|------------|-------------|
| Date:      | Date:       |
| Time:      | Time:       |
| Initials:  | Initials:   |

Please Note: Reserve items are held behind the circulation desk. Unless otherwise stated, all reserve items may be checked out and used in the library for 2 hours at a time. 2 hour reserves may be checked out overnight one-half hour before closing time, but must be returned by the next morning when the library opens. Reserve material marked as overnight or 2 days may leave the library.

While we will process your request as soon as possible, please allow at least 2 days for all reserve requests.

REMINDER: Please be aware of Copyright Law and “Fair Use.” “Fair Use” allows articles to be placed on reserve for one semester, not repeatedly.

If you have any questions please contact the library staff at [library@floridacollege.edu](mailto:library@floridacollege.edu) ext. 210.

| Author | Title | For articles, provide source and page nos.<br><br>For books, provide call no. or “PC” for personal copies | Circulation Type:<br>2 hour, Overnight,<br>or 2 day | Date On Reserve | Date Off Reserve |
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**\*RESERVE REQUEST MUST INCLUDE BOTH COURSE # AND INSTRUCTOR TO BE PROCESSED**

| Author | Title | Source &Page's<br>(for articles/copies)<br><br>Call # (for books), or<br>PC (Personal Copy) | Circulation Type<br>(Choose: 2 hour,<br>Overnight,<br>or 2 day) | Date On<br>Reserve | Date Off<br>Reserve |
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\*RESERVE REQUEST MUST INCLUDE COURSE, COURSE #, AND INSTRUCTOR TO BE PROCESSED