### CABRILLO COLLEGE LIBRARY
### RESERVE MATERIALS INTAKE FORM

**INSTRUCTOR NAME:**

Please PRINT clearly

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<tr>
<th>Class</th>
<th>Office use</th>
<th>Name &amp; #</th>
<th>Author</th>
<th>Title</th>
<th>Loan Period*</th>
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*STANDARD LOAN PERIOD:* 4 hrs / overnight 2 hrs prior to closing

Other Available Loan Periods: 1 hr, 2 hrs, 2 hrs/overnight ok, 4 hrs, 24 hrs, 48 hrs, 72 hrs, or 1 week.

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Due to space limitations, we can process only **THREE** copies of a single item per class.

**TO BETTER HELP YOU AND YOUR STUDENTS, PLEASE:**

1. Place on Reserve only titles in which required assignments will be made.
2. **Allow 48 weekday hours before assigning materials to students.**
3. Inform the Library when materials are no longer needed by your students.
4. Materials processed for the Reserve collection will have labels, barcodes, and date due slips attached to them. The Library will follow normal security precautions, but can assume no responsibility for the loss or damage of personal copies.

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**OBSERVE COPYRIGHT LAWS!**

Responsibility for compliance with U.S. copyright laws in regards to photocopied Reserve materials rests with the Instructor. Please remove all your photocopied Reserve materials at the end of each semester, or when they are no longer needed. Thank you.

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Signed ________________________________

Phone ____________________

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