

*Los Angeles Harbor College
Library Reserve Request Form*

Instructor _____

Campus Phone _____

Additional Phone (for hourly faculty) _____

Class _____ *Date* _____

Please put the following items on class reserve:

Item Description

Length of loan

(use in library only, overnight, 2 day, etc.)

INSTRUCTOR PLEASE NOTE:

*This item(s) will be left on the reserve shelf until the instructor requests its return or removal.
The library will contact the instructor regarding the return of the item. If there is no response
from the instructor, a librarian will determine the action to be taken regarding its disposition.*