

LBCC LIBRARY COURSE RESERVES FORM

DATE: _____

NAME(S): _____ OFFICE EXT/HOME PHONE: _____

COURSE NUMBER: _____ COURSE TITLE: _____

DEPT.: _____ OFFICE LOCATION: _____

LOAN PERIOD: 2 Hr. (In-building use only) 3 Day Other: _____

LOCATION: ALBANY HOC

ON RESERVE FOR TERM: F W SPR SUM PERM

Short term: ON reserve: _____ OFF reserve: _____

If "older edition" is currently on Reserve, is it still viable? _____

Please allow 2 Days for processing materials for Reserve

LIBRARY OWNED MATERIALS & PERSONAL COPIES* OF BOOKS, PERIODICALS, AND MEDIA:

<u>TITLE and AUTHOR</u>	<u>ITEM TYPE</u>	<u>QTY.</u>	<u>CALL #</u>
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***Personal copy waiver:**

By signing this agreement, I hold the LBCC Library harmless from and against any claims of damage or loss of any kind which may arise or result out of or from the utilization of these listed resources. (Name) _____ (Date) _____

Updated 10/6/2017 Questions? Main library contact is Cheryl Carlson, carlsoc@linnbenton.edu or 917-4678. HOC contact is Clare Sobotka, sobotkc@linnbenton.edu or 918-8840.

(OVER)

PHOTOCOPIES, COPIES OF MEDIA MATERIALS, AND STUDENT CREATED MATERIALS:

TITLE	ITEM TYPE	QTY	1 ST . TIME?	CITED?
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• Student created materials: Signed FERPA release

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