



LIBRARY COURSE RESERVES

Tanimura & Antle Family Memorial Library
 100 CAMPUS CENTER | SEASIDE, CA 93999-8001
 library_course_reserve@csumb.edu | csumb.edu/library/course-reserves
 (831) 582-3733 | (831) 582-3897

Course Reserve Item Form

Please Type/Print & fill in all areas that apply. Items are processed in the order we receive them and can take up to 5 days to process. Please plan accordingly.

Course, Number & Title:

Semester/Year: _____ **Hold Material Until:** This Semester Only 1 Full Academic Year
 Permanent/until further notice

Instructor(s) Name: _____ **Today's Date:** _____

Day Time Phone: _____ **Campus Email:** _____@csumb.edu

Department/Division/School/College Mailbox Location; Building # _____ **Office #** _____

Please Note: The library accepts personal copies of books and other materials for reserves. Instructors are cautioned to make this decision with care as items may be lost or damaged by borrowers. The reserves staff will use tape/sticker on the spine and adhesive security tag and barcode sticker inside of the book in order to label it for library lending.

	Loan Period
1. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
2. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
3. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
4. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
5. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
6. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
7. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days
8. Title/Author _____ <input type="checkbox"/> Personal Copy <input type="checkbox"/> Department Copy <input type="checkbox"/> Library Copy <input type="checkbox"/> I'm donating this item	<input type="checkbox"/> 2 hours <input type="checkbox"/> 1 day <input type="checkbox"/> 3 days

In accepting items for Reserve use, the Library believes that the instructor has taken or is taking the necessary steps to comply with U.S. Copyright laws. The Library reserves the right to refuse materials that it deems does not comply with federal or state laws, university regulations or the library's policies as written and published on its website.