

**FLORIDA STATE COLLEGE AT JACKSONVILLE LIBRARY/LEARNING COMMONS  
COURSE RESERVES REQUEST**

REQUESTOR: \_\_\_\_\_ DATE OF REQUEST: \_\_\_\_\_  
 COURSE TITLE: \_\_\_\_\_ OFFICE: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_  
 RESERVE START DATE: \_\_\_\_\_ RESERVE END DATE: \_\_\_\_\_

**ALL ITEMS ON COURSE RESERVES ARE DESIGNATED FOR IN-LIBRARY USE ONLY**

Library items may be placed on reserve for ONE TERM and will be returned to circulation at the end of the term.

Personal items may be placed on reserve for ONE TERM and will be returned to the requestor at the end of the term; the LLC is not responsible for loss or damage to personal items placed on Course Reserves.

TITLE (BE AS SPECIFIC AS POSSIBLE)	FORMAT (BOOK, DVD, ETC.)	CHECK IF PERSONAL ITEMS	CALL # (IF LIBRARY MATERIAL)	LLC BARCODE / RESERVE # (LLC STAFF USE ONLY)	AT RESERVE END DATE, ITEM RETURNED TO
		<input type="checkbox"/>			CIRCULATION REQUESTOR
		<input type="checkbox"/>			CIRCULATION REQUESTOR
		<input type="checkbox"/>			CIRCULATION REQUESTOR
		<input type="checkbox"/>			CIRCULATION REQUESTOR
		<input type="checkbox"/>			CIRCULATION REQUESTOR

AGREEMENT: I agree that the FSCJ Library/Learning Commons is not responsible for the loss of or damages to personal items placed on Course Reserves. I acknowledge that, by placing personal items on reserve, those items may be barcoded, labeled, and stamped as necessary for library purposes. As the requestor, I accept responsibility for compliance with copyright laws.

I accept the terms stated above: \_\_\_\_\_  
Requestor's Signature Date

**LLC STAFF NOTES**

DATE REQUEST RECEIVED: \_\_\_\_\_ STAFF MEMBER: \_\_\_\_\_

NOTES:

DATE ITEMS PULLED FROM RESERVES: