

Moreno Valley College Library Reserve Request Form  
mvc.edu/library | (951) 571-6111

Please pick up your items when they are no longer being used for a class. If items have not been picked up after 3 years, the items will be considered donations to the library **and** removed from reserves.

		Date of request	<input type="text"/>
Instructor	<input type="text"/>	Phone Number	<input type="text"/>
Course Title & Number	<input type="text"/>	Library Use Only?	<input type="checkbox"/> Yes <input type="checkbox"/> No

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Item 1

Title	<input type="text"/>	Check out period	
Author(s)	<input type="text"/>	<input type="checkbox"/> 1 hour	<input type="checkbox"/> 2 hours
No. of copies	<input type="text"/>	<input type="checkbox"/> 1 day	<input type="checkbox"/> 3 days
			<input type="checkbox"/> 7 days

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Item 2

Title	<input type="text"/>	Check out period	
Author(s)	<input type="text"/>	<input type="checkbox"/> 1 hour	<input type="checkbox"/> 2 hours
No. of copies	<input type="text"/>	<input type="checkbox"/> 1 day	<input type="checkbox"/> 3 days
			<input type="checkbox"/> 7 days

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STAFF USE ONLY

Item 1	Barcode	<input type="text"/>	Call Number	<input type="text"/>	Date of process completed	<input type="text"/>
Item 2	Barcode	<input type="text"/>	Call Number	<input type="text"/>		