

Course Reserve Setup



Dominican University of California
 Archbishop Alemany Library
<http://www.dominican.edu/library>
 415-485-3251

Bring this completed form to the Circulation Desk along with your reserve materials. Course reserve setup forms are due two weeks before the beginning of each semester, to ensure timely processing. Forms received after the beginning of the semester will be processed on a first-come, first-served basis.

Date: _____ [Library Use Only – *Completed:* _____ *Removed:* _____]

Department & Course Number: _____

Instructor: _____ **Phone:** _____ **Email:** _____

Items are not automatically kept on reserve from one semester to the next. Specify desired semester(s), or check “ongoing” below.

Semester(s): _____ - or - **Ongoing:** _____

The instructor must retrieve reserve materials at the end of the semester or the reserve period.

Loan Periods – Please check one for each reserve item:

LUO – Library Use Only = May only be used in the Library for two hours

24HR = May be checked out for 24 hours

72HR = May be checked out for 3 days

1WK = May be checked out for 1 week

- Loan Periods: check one -

Author	Title	Loan Periods: check one			
		LUO	24 HR	72 HR	1 WK