

WWCC LIBRARY -----ON RESERVE FORM

Please print and return this form with your signature and the item.

Instructor(s) _____

Course title _____ Course number _____

On Reserve _____ Fall _____ Winter
[year] _____ Spring _____ Summer

Location Walla Walla Clarkston Walla Walla and Clarkston
[choose one]

Loan period is 2 hr. , in-library use, with exceptions at Instructor request.

If information remains the same for each item, 1 copy of above information is sufficient.

FOR MONOGRAPHS/DVDs/VCRs (books, pamphlets, media) Title(s)

[Both series and part titles needed for AV]

Call Number _____ or *Personal Copy _____

FOR PHOTOCOPIES (articles, excerpts, papers):

Publication date: _____ Volume/issue: _____

Page number(s): _____ Author/Editor: _____

Titles: Book and Chapter / Journal and Article

This request is in compliance with WWCC copyright guidelines.

Signature _____ Date _____

* Personal copies of reserve materials are returned to the instructor and library materials are returned to library shelves at the end of each quarter unless Reserve status is renewed.