

KAPI'OLANI COLLEGE Library



Office Use Only	Received
	Processed
	Renewed
	Withdrawn
	PC Number
	Barcode

Reserve Request Form

Please completely fill out one form for each item to be placed on reserve. Allow 7 days for processing. For more information, please call 734-9268 or visit the library at http://library.kcc.hawaii.edu/main/reserves.html		CAMPUS PHONE:
COURSE(eg: ANTH 151):		DEPT/BUILDING/ROOM:
INSTRUCTOR:		EMAIL:
Semester: <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer	The item will <input type="checkbox"/> Current Semester Only <input type="checkbox"/> Permanent	Copyright clearance required for copyright protected work. Attach a copy of the copyright holder's permission to this form.
LOAN PERIOD: <input type="checkbox"/> Library Use Only: Use for 2-hour periods. <input type="checkbox"/> 2 Days <input type="checkbox"/> 1 Week <input type="checkbox"/> 2 Weeks		
Electronic Reserve option only available for lecture notes, graphs and other similar materials..		
FORMAT: (check one) <input type="checkbox"/> Book <input type="checkbox"/> Journal article <input type="checkbox"/> Lecture Notes	<input type="checkbox"/> Video/DVD <input type="checkbox"/> Broadcast Copy (Videotape) <input type="checkbox"/> Other	Item may be placed on reserve for 10 days after initial air date.
For: <input type="checkbox"/> Print Reserve <input type="checkbox"/> Electronic Reserve	Reserve Item Belong To:	<input type="checkbox"/> Library <input type="checkbox"/> Personal Copy
For compliance with copyright law, please provide the following for articles, book chapters and similar materials.		
TITLE:		
AUTHOR(S)		Call No:
TITLE:		
AUTHOR(S):		Call No:
TITLE:		
AUTHOR(S):		Call No:
Notes:		
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I have read and understand the reserve policy. I certify that the item listed for placement on reserve complies with Copyright Laws.

Signature

Date

Your signature and material's bibliographic information is necessary for the processing of your request.