

Official Use Only:

# BUTTE COLLEGE LIBRARY — RESERVE REQUEST FORM

Please allow up to 5 days for processing your reserve materials.

Please Check One:

Main Campus

Chico Center

Instructor

Last Name

First Name

Phone Number or Office Extension

Mailbox (For Example: LB 211)

Class

Course Number (For Example: LIS 11) .....# )

Remove Item(s):

Only Check One

End of Academic Year

End of Current Semester

Other – Indicate Date

(MM/DD/YYYY)

Generally item(s) are removed at the end of the academic year

If you would like items to remain on reserve longer than one academic year, please contact us before the end of each Spring Semester.

Check Only One				Author	Title	Book Barcode (Library Staff Only)
1 Hour Library Use Only	24 Hour Overnight	3 Day	7 Day			
						2 8774 00
						2 8774 00
						2 8774 00
						2 8774 00
						2 8774 00
						2 8774 00
						2 8774 00
						2 8774 00

**\*\*THIS REQUEST WILL NOT BE PROCESSED UNLESS ALL QUESTIONS ARE ANSWERED\*\***