

HOW TO PUT MATERIALS ON RESERVE:

(1) Fill out this form; (2) submit to the library 2 weeks or more in advance.

**BRONX COMMUNITY COLLEGE - LIBRARY AND LEARNING RESOURCES CENTER
RESERVE MATERIAL SUBMISSION FORM**

DATE: _____ SEMESTER: _____

DEPT.: _____

| INSTRUCTOR(S) | COURSE # | SECTION # | TELEPHONE # 1 | EMAIL ADDRESS 1 |
|---------------|----------|-----------|---------------|-----------------|
| | | | ALTERNATE # 2 | EMAIL ADDRESS 2 |
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**MATERIALS WILL BE REMOVED FROM RESERVE AT THE END OF THE
CURRENT SEMESTER**

List below the book/article to be put on reserve.

BOOK/ARTICLE _____

Journal: _____ Vol. #: _____ Ed./Issue#: _____ Pub.Date: _____

Articles will be made available in electronic format. (Due to copyright restrictions, only portions of books may be made available as electronic reserves).

| Please identify the sections of the book/article to be made available in electronic format. | | | | | |
|---|--|-------------------|--|---------------|--|
| Chapter #: | | Beginning Page #: | | Ending Page # | |
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| Chapter #: | | Beginning Page #: | | Ending Page # | |

Books will be added to the BCC Library circulating collection at the end of the semester unless it is a PERSONAL COPY. All personal copies should be marked "PERSONAL COPY", with the instructor's name, in ink, on the title page. Check the box if this is a personal copy. PERSONAL COPY

CATALOGING USE ONLY:

DATE RECEIVED: _____ DATE PROCESSED: _____

SYSTEM#: _____ CALL #: _____

BARCODE(S)#: _____

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