

BHCC LIBRARY COURSE RESERVES

Date _____

Instructor _____

Course (number and name) _____

These items are on reserve for: 2011-2012 academic year 2012 winter 2012 spring 2012 summer

At the end of the reserve period: I will pick up the items Turn items over to the library

Signature _____

Owned by	Title of Item, Chapter, or Article	Copy #	Loan period *	LIBRARY STAFF USE ONLY
<input type="checkbox"/> Instructor <input type="checkbox"/> Library			<input type="checkbox"/> Normal (2 hours) <input type="checkbox"/> Other:_____	Barcode <input type="checkbox"/> Entered: By: <input type="checkbox"/> Removed / Renewed : By: <input type="checkbox"/> Picked up: By:
<input type="checkbox"/> Instructor <input type="checkbox"/> Library			<input type="checkbox"/> Normal (2 hours) <input type="checkbox"/> Other:_____	Barcode <input type="checkbox"/> Entered: By: <input type="checkbox"/> Removed / Renewed : By: <input type="checkbox"/> Picked up: By:
<input type="checkbox"/> Instructor <input type="checkbox"/> Library			<input type="checkbox"/> Normal (2 hours) <input type="checkbox"/> Other:_____	Barcode# <input type="checkbox"/> Entered: By: <input type="checkbox"/> Removed / Renewed : By: <input type="checkbox"/> Picked up: By:
<input type="checkbox"/> Instructor <input type="checkbox"/> Library			<input type="checkbox"/> Normal (2 hours) <input type="checkbox"/> Other:_____	Barcode# <input type="checkbox"/> Entered: By: <input type="checkbox"/> Removed / Renewed : By: <input type="checkbox"/> Picked up: By:
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Reserve items do not automatically continue from year to year. Visit the library to renew or retrieve reserve items when the designated reserves period ends. If items are neither renewed nor claimed, they will be either donated or absorbed into the library collection after two months. While the library staff tries to protect reserve items, the library is not responsible for their loss or defacement.