

Instructor Reserves Form
Southwestern Illinois College Library

Thank you for adding to our reserve collection. Please print out this page and fill in the following information to aid us in processing the item more efficiently. Bring the item along with the completed form to the library's front desk or intercampus mail the item along with the completed form to the appropriate campus library.

Your Name: _____ **Ext.:** _____

Course Number: _____ **Dept:** _____
(If adding items for more than one course, please label each item with the course number)

Campus Location (Select one):

BC SWGCC RBC

Checkout Period (Select one):

2 Hour In Library Use Overnight 1 Week

May we add a pocket and/or barcode:

(Note: If adding course notes or articles please skip this question. We place these items in a folder that already has a pocket and barcode)

Yes No

May we mark the item with the "Southwestern Illinois College Library" stamp:

Yes No

The item(s) will remain on reserve for (Check all that apply):

(Note: Items will be removed during finals week of the last semester checked and will be available for pick up the after day finals)

Fall _____ Spring _____ Summer _____

Please allow at least 2 days for processing before the item is on the shelf. Please allow at least 4 days processing to remove the item from the shelf.

Tim Powers
BC Library
Ext. 5204

Tim.Powers@swic.edu

Mark Light
SWGCC Library
Ext. 7353

Mark.Light@swic.edu

Cecelia Eilering
RBC Library
Ext. 8190

Cecelia.Eilering@swic.edu

Library Use Only

DTA: _____

DNX: _____

TL: _____

ED: _____

BC: _____

LC: **DC:** **IC:** **SO:** **ST:**

DTR: _____