

## Reserve Item Request

Thank you for placing your textbook or course materials on Reserve in the Los Angeles Valley College Library. The following information will help ensure your material is promptly available for student use.

Semester/Year	
Course(s)	
Title	
Author(s)	
Instructor	

Only **current** textbooks and course materials can be kept on Reserve at the Library. At the end of this semester, (check one):

Return the item to me via campus mail

Donate the item to the Library's General Collection for 2-week check out

Please note: The LAVC Library will determine whether or not to add donated items to the General Collection according to the Library's collection development policies and procedures.

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### WAIVER FOR PERSONAL ITEMS (SIGNATURE REQUIRED)

I release the LAVC Library from any financial responsibility should my personal property be lost or damaged. Furthermore, I realize that these items will be processed by Library Staff and affixed with stamps, labels, and/or security tags.

Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone number: \_\_\_\_\_