

PLACE AN ITEM ON COURSE RESERVE

Place An Item On Course Reserve

The College of Marin Library welcomes your request to place an item on course reserve. Please fill out all sections and be sure to indicate whether the item is one that you own personally, an item already owned by the Library, or an item the Library should purchase. If you wish to place a personal item on course reserve, please complete this form and then bring your item(s) to the circulation desk. If you would like to request that we purchase an item for course reserve, please fill out the [Recommend A Purchase \(http://forms.marin.edu/form/recommend-purchase\)](http://forms.marin.edu/form/recommend-purchase) form prior to filling out this form. We will strive to process all requests within one week.

Full Name *

Email Address *

Confirm Email Address *

Phone Number

Department

e.g. ENGL 101

Office

I am a faculty member at College of Marin. * Yes No

Item Title *

Author *

Publisher

Publication Year

Edition

ISBN

Number of Copies (if available) *

Where is this material currently: *

Campus *

Course (e.g. ENGL 101) *

Loan Period *

Course Reserve Start Date *

Month
Day
Year



Course Reserve Expiration Date (if not specified, this course reserve item shall expire at the end of the semester)

Month
Day
Year



Additional Comments Or Information

SUBMIT

COLLEGE FORMS

[Home \(/home\)](#)