

# SOUTHWEST

## TENNESSEE COMMUNITY COLLEGE

### MATERIALS RESERVE REQUEST

The Materials Reserve Form must accompany the items to be placed on reserve.

Name \_\_\_\_\_ Department \_\_\_\_\_

Course \_\_\_\_\_ Section \_\_\_\_\_

Have you borrowed materials from the InfoNet Library before?  Yes  No

College ID (required) \_\_\_\_\_

Type of material:  Book  Audiovisual  Periodical article  Other

Title \_\_\_\_\_

Author \_\_\_\_\_

Personal material:  Yes  No  
If no, does the material belong to the InfoNet Library?  Yes  No

Type of reservation:  In-library only  24 hours  48 hours  Other \_\_\_\_\_

**Students will be charged a fine of \$1 per hour for overdue materials until they have been returned.**

Purge date \_\_\_\_\_

Materials will be returned by intercampus mail if not picked up.

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