San Antonio College Library: Reserve Request Form

Reserves consists of two collections:

1. The first is a collection of items in MLC 308 generally assigned a **2 hour loan period**. It includes books, DVDs, CDs, book chapters, articles, and instructor’s materials. These items must be used in the library.
2. The second is electronic reserve. It includes book chapters, articles, test reviews, instructor’s notes, or other photocopied material. Students can access electronic reserve items through the SAC Library Discovery System 24/7 by course or instructor from any Internet connected computer. After typing in their Aces Username and Banner number, students get access to the full text of Reserve items. In addition, a unique password may be assigned to a reserve item so that only individuals knowing the unique password can access the reserve item.

All reprinted articles and book chapters must comply with current copyright laws. The Alamo Colleges has an Annual Copyright License with the [Copyright Clearance Center](https://www.copyright.com). You can [search their database](https://www.copyright.com) to see if the item you wish to put on reserves is covered.

Fill out the form below for the items you wish to place on reserve for one course. Bring all items you wish to place on reserve for that course, along with the completed form, to the Reserve Desk (MLC 308). Please **allow two (2) working days** for processing.

<table>
<thead>
<tr>
<th>Instructor’s name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone number:</td>
<td>Course:</td>
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Place the photocopied item(s) on electronic reserve. _____Yes _____No

If yes, do you want a unique password assigned to the electronic reserve item(s)? _____Yes _____No

List the password you want assigned to the item(s):

1. Title of book/DVD/CD/article, etc.:

   Author(s)/Editor(s):

2. Title of book/DVD/CD/article, etc.:

   Author(s)/Editor(s):
3. Title of book/ DVD/CD/article, etc.:

Author(s)/Editor(s):

4. Title of book/ DVD/CD/article, etc.:

Author(s)/Editor(s):

5. Title of book/ DVD/CD/article, etc.:

Author(s)/Editor(s):

6. Title of book/ DVD/CD/article, etc.:

Author(s)/Editor(s):

7. Title of book/ DVD/CD/article, etc.:

Author(s)/Editor(s):