

SDSU Course Reserves

Add Personal Items

Instructor and Course Information

Please print all information.

Instructor Name (LN, FN): _____

Email: _____ **Phone:** _____

Course Name: _____ **Course Number:** _____

Item Information

Loan Periods: 2 hours, 4 hours, 24 hours, 3 days, 1 week, or 28 days

Title	Author(s)	Call Number	Loan Period	Removed (Library Use Only)

Use the back of this form for additional items.

Waiver of Responsibility

All reasonable precautions will be taken to ensure safe handling of your personal items while they remain on Course Reserves. While all efforts are made to protect material, please note that the SDSU Library is not responsible for lost or damaged materials. All Course Reserves material will be removed at the end of the semester indicated above. You will be notified via email when the items have been removed and are ready to be picked up at the Circulation Desk on the 1st floor of the Library Addition. If the material is not picked up within 90 days, it will be sent to the appropriate department at the end of the semester. Library-owned material will be returned to the Library collection.

Your signature below waives all responsibility for loss or damage.

Instructor Signature: _____ **Date:** _____

Additional Item Information

Loan Periods: 2 hours, 4 hours, 24 hours, 3 days, 1 week, or 28 days

Title	Author(s)	Call Number	Loan Period	Removed (Library Use Only)

Acknowledgement of Return of Item(s)

_____ **ALL** items from this course _____ **SELECTED** items from this course

Instructor Signature: _____ Date: _____

For Library Use Only

Action	Initials	Date
Accepted by:		
Create Bib/Item Record:		
Create/Add to Course:		
Returned to by:		
Removed by:		