



Please allow 1 day processing of material

El Paso Community College Library Reserve Materials Form

MDP	TM
NW	VV
RG	

***Please inform students, they must know
instructor's last name and exact title of reserve material.**

Instructor's Name _____

Phone Number _____

Status *LU = *Library Use Only* OVN = *Over Night Use* T= *Amt of time (IE...1hr,2hr)**

Course	Title of Material	Description	Status *	Date in	Date out	Initials
<i>Math 1320</i>	<i>Mathematical Applications</i>	<i>IE...BK, AV, Article, CD</i>	<i>LU, T, OVN</i>	<i>1/3/10</i>	<i>5/08/10</i>	<i>TE</i>

After closing date, library materials will be returned to shelves and instructor's supplied materials will be returned to mailbox or division chair, unless previous arrangements are indicated on this reserve form. Reserve materials will be handled with the same measure of security as all library material, unless specific instructions are given.

Special Instructions: _____

Signature : _____
 (When all material is removed from reserve section).