

Do You Plan to Use Print Reserves this Quarter?

TO USE PRINT RESERVES:

Please open and complete the LMC Print Reserve Form attached below and return it along with the item(s) you want on reserve to the Library, Attention James Fioravanti or email the form to <mailto:jfioravanti@spscc.ctc.edu>.

In order to process your item(s), this form **must** be filled out entirely when you turn it in, as all of the information is necessary to create a library record in order to make it available to your students.

Please allow **48 hours** advance time for this processing before your materials are available for checkout! Print reserves can be a labor intensive job and can't be sped up very easily (labels/barcodes/records/stickers/folders/etc.). Please note that we also need this much advance time for taking item(s) OFF the reserves shelf, to de-process all of the processing.



EmailPRForm.doc
(40 KB)

(Please feel free to add, delete, and resize rows as needed on the LMC Print Reserve Form)

If you have items on print reserve already and want to keep them available for the coming quarter, please let me know.

We work during the break to get as much done as possible before the first day of the quarter, so if you have items you need available for checkout the first day of school, please send them by the Monday before the first day of the quarter. FYI, we do requests in the order received, so sending as early as possible gets you a better spot in line.

Thank you,

Library
596-5271