

# MHCC Library Course Reserve Form

Bring this form to the library with your materials  
All fields are required. **One form per class.**

Questions?

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## Contact Information

Instructor:  Ext:   
(Team' if more than one instructor)

Course Number:  (ex: BA101)

Course Name:

## Item Information

Item title   
Library use only\*  2 hr  1 hr      Check out  2 hr overnight  4 hr  24 hr  48 hr  7 days       Security Strip?

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Use back for more items.

\* Items with an loan rule of 2 hours or less are not allowed to leave the library. These loan rules prevent students from using textbooks in the tutoring center or in the classroom. Materials checked out for longer periods may leave the library. No photocopied materials are accepted for reserve. Duplicated materials should be placed on your MHCC Portals page with copyright permission from the originator.