**BHCC LIBRARY COURSE RESERVES**

**Last Updated 01-17-2024 SL**

**Date:**

**Instructor Name:**

**Course (number and name):**

**Reserve for the Following Academic Semester(s):**  **Fall \_\_\_\_\_\_\_**  **Spring** \_\_\_\_\_\_

Year Year

**At the end of the reserve period:**

I will pick up the items  I expect to renew the items  Turn items over to the library

**Is it okay to place a non-removable security strip in your book(s), to prevent unauthorized removal from the library?**

Yes  No

**Signature:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Owned by** | **Title / Author** | **Loan period** | **LIBRARY STAFF USE ONLY** |
| Me  Library |  | 2 hours  Other: \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ | Barcode:  Entered:  Removed / Renewed:  Picked up: |
| Me  Library |  | 2 hours  Other: \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ | Barcode:  Entered:  Removed / Renewed:  Picked up: |
| Me  Library |  | 2 hours  Other: \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ | Barcode:  Entered:  Removed / Renewed:  Picked up: |
| Me  Library |  | 2 hours  Other: \_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_ | Barcode:  Entered:  Removed / Renewed:  Picked up: |

If one or more options is not selected, items will be placed on reserve for the remainder of the academic year (fall through summer) for a 2-hour loan period. Security strips may be placed in books. Reserve items do not automatically continue from year to year. Visit the library to renew or retrieve reserve items when the designated reserves period ends. If items are neither renewed nor claimed, they will be donated, discarded, or absorbed into the library collection after two months. While the library staff tries to protect reserve items, the library is not responsible for their loss or defacement.