



# LEARNING COMMONS

Library • Tutoring • Academic Testing • Computer Labs

## Dallas College Libraries – Course Reserve Request

### Instructor Information

Name: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_

Email Address (*Please use your Dallas College email address ending in @dallascollege.edu*): \_\_\_\_\_

Office Phone: \_\_\_\_\_

Campus Location (*At which campus library will the item be held?*): \_\_\_\_\_

### Course Information

Academic Term: \_\_\_\_\_

Course Name: \_\_\_\_\_

Course Prefix & Number: \_\_\_\_\_

Course Section: \_\_\_\_\_

### Item Information

Title: \_\_\_\_\_

Author(s): \_\_\_\_\_

Publication Date/Edition: \_\_\_\_\_

Owner (*Who owns this item?*): \_\_\_\_\_

Number of Copies: \_\_\_\_\_

Loan Period: \_\_\_\_\_

Special Instructions: \_\_\_\_\_

### FOR LEARNING COMMONS STAFF ONLY

Date Added by Staff: \_\_\_\_\_

Assigned Barcode: \_\_\_\_\_

Date Removed by Staff: \_\_\_\_\_

Staff Notes: \_\_\_\_\_