

**Asnuntuck Community College**  
**LEARNING RESOURCE CENTER**  
**RESERVES REQUEST FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_  
Course \_\_\_\_\_ Semester \_\_\_\_\_  
Phone \_\_\_\_\_ e-Mail \_\_\_\_\_

- Item to be placed on Reserve Shelves (Please include author, title, call# if applicable, etc.)
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Is this your own copy – to be returned to you – or the LRC’s?

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- Most Reserve materials may not be taken out of the LRC. If you want this item to circulate, please let us know for how long:

Overnight \_\_\_\_\_ 2 Days \_\_\_\_\_ Other (Specify) \_\_\_\_\_

- Most Reserve materials stay on Reserve until the end of the current semester. Please let us know if you want this item removed from Reserve sooner:

End of Semester OK \_\_\_\_\_ Other (Specify) \_\_\_\_\_

- If you have any questions, please call Qiong Zou, LRC Circulation Coordinator, at 253-3172, or e-mail her at [gzou@acc.commnet.edu](mailto:gzou@acc.commnet.edu)