Faculty Reserve Form

In order for us to place items on reserve for your students, we will need the following information:

Department and course number (as listed in the college catalog, e.g., ENGL-1301)

Course name (e.g., Composition and Rhetoric I)

Title (or item description)

Item Type (check one)

  ___ Book
  ___ Videocassette
  ___ DVD
  ___ Other

Specify reserve type:

  ___ Closed Reserve (in library use only – 3 hour checkout)
  ___ Reserved (24 hour checkout)

*For other reserve options, contact Tim Kevil at 903-875-7443.*

Instructor name

Office Location and number (e.g., Drane Hall 212)

Telephone number

Unless you make other arrangements with us, we will remove all items from the reserve shelf at the end of the semester, and you will be requested to pick them up.

Note: In order to request items from the reserve shelf, students will be required to present a currently valid Navarro College ID.