

**FACULTY RESERVES REQUEST FORM**  
**Pulaski Technical College Ottenheimer – North Library**

Course Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ Instructor: \_\_\_\_\_

Course Title: \_\_\_\_\_ Phone: \_\_\_\_\_

Department Name: \_\_\_\_\_ Mailbox Location: \_\_\_\_\_

May we barcode this item? Yes  No  *Reserves expire at the end of the current semester.*

TITLE	EDITION	AUTHOR	FORMAT (Book, DVD, etc)	PTC Library Barcode: (Office Use)

**Reserve items are on a first-come, first-serve basis. Holds may not be placed.**

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\_\_\_\_\_  
 (Signature of Instructor)

\_\_\_\_\_  
 (Date)

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- Request granted.
- Request granted with the following restrictions \_\_\_\_\_
- Request denied due to \_\_\_\_\_

\_\_\_\_\_  
 (Signature of Dean of Libraries/Librarian)

\_\_\_\_\_  
 (Date)

Instructor       Library      *removed Reserve Items on: Date* \_\_\_\_\_