LIBRARY AND INFORMATION SERVICES

**NELSON MANDELA METROPOLITAN UNIVERSITY**

**LIBRARY MATERIAL ON RESERVE COLLECTION**

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| **INSTRUCTIONS TO LECTURERS:**  **Please:** | |
|  | Complete thisform. **Specify author and title of each book and/or notes**. |
|  | **Attach copyright clearance forms to relevant notes.** |
|  | Print this form – Bring to the relevant librarian. |
|  | **Fetch** the items from the shelves. |
|  | **Present the items at the Information Services Desk (your Faculty/Information Librarian) at your relevant Campus AT LEAST 7 DAYS before the students require them.** |
|  | **Be specific when you inform your students about these books.** |

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| **LECTURER DETAILS** | | | |
| **Surname** | **Initials** | **Title** | **Signature** |
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| **Faculty** | **Department** | **Tel. no** |  |
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| **Module Code:** | **Module Name:** | **No. of students** |
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| **LOAN PERIOD:** | | | | For official use only | |
| **FROM:** |  | **EXPIRY DATE:** |  | **Received by:** |  |
| **Processed by:** |  |

| **TITLE** | **AUTHOR** | **CALL NO.** | **BARCODE** | **Loan Period** | |
| --- | --- | --- | --- | --- | --- |
| **1 Hour**  Short loan | **3 Days**  Study loan |
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