



# Oxnard College

## Library Learning

## Resource Center (LLRC)

## Service and/or Space Request

IN ORDER TO OFFICIALLY RESERVE SPACE, THE ROOM(S) YOU ARE REQUESTING MUST BE AVAILABLE ON THE DATE(S) REQUESTED AND THIS FORM MUST BE SUBMITTED *AT LEAST ONE* WEEK PRIOR TO THE DATE NEEDED. MAXIMUM TIME ALOTTED PER RESERVATION IS 2 HOURS/DAY

Today's Date: \_\_\_\_\_

Requestor's Name: \_\_\_\_\_

Requestor's Email: \_\_\_\_\_

Faculty/Staff Department: \_\_\_\_\_

*(If applicable)*

Date(s) Service/Space Needed: \_\_\_\_\_

Time(s) Service/Space Needed: \_\_\_\_\_

If requesting librarian services, please indicate what services you need and which librarian (Thomas Stough or Bryan Thompson):

If requesting library space(s), please indicate what space(s)/ room(s) you need, what technology, if any, you need and for what purpose you need the space(s)/Room(s):

Email completed form to Dr. Luis Gonzalez at [lgonzalez@vcccd.edu](mailto:lgonzalez@vcccd.edu)