

Policy 13.14 Reserve Materials/Textbook Bank

1.0 Scope

To establish policy for reserve materials in the Library.

2.0 Responsibilities

The Library is responsible for updating, implementing, and enforcing this policy. This policy applies to the college community.

3.0 Definition

Textbook Bank -- a special collection in the library's reserve collection. It may include articles, textbooks, supplemental reading or other physical learning materials designed for short term loan.

4.0 Policy

Instructors may place books, articles, videos, or other items on reserve/in the Library's Textbook Bank/reserve collection for use by their students. Library staff will periodically communicate with instructors to maintain a current collection.

5.0 Procedure

To place items on reserve:

- A. Fill out the reserve form, found on the library web site
- B. Submit the form to the appropriate campus library with the materials to be placed on reserve.
 - Instructors should bring materials to the library at least 24 hours in advance of the first anticipated use.