

Policy 13.14 Reserve Materials/Textbook Bank

13.14.1 Purpose

Instructors may place books, articles, videos, or other items on reserve/in the Library's Textbook Bank for use by their students.

13.14.2 Procedure

To place items on reserve:

- Bring materials to the library at least 24 hours in advance of the first anticipated use.
- Fill out the [reserve form](#) and submit it to the appropriate campus library.

Library staff will periodically communicate with instructors to maintain a current reserve collection.