Course Reserves Policy

Faculty Information
All CCCC full and part-time faculty members are invited to place materials on course reserve. Reserve materials may be required reading/viewing or simply recommended as supplements to class texts. Reserve materials may be designated with either two-hour, overnight or weekly loan periods. Two-hour reserve materials must be used in the library building.

Library-owned books, articles and audiovisual materials may be placed on reserve. Instructors’ personal copies may also be placed on reserve.

Procedure
- Instructors can provide materials to be placed on reserve for use in the Library.
- Personal copies should be delivered to the Circulation Desk Manager or the Instructional Media Services Library Assistant.
- Books on reserve are shelved at the Circulation Desk.
- Audiovisual reserves are shelved in the Instructional Media Services Office.

Library owned items are placed on reserve at the request of an instructor. If one member of the faculty wishes to use an item on reserve at the request of another member of the faculty, the Library respectfully asks that permission to remove the item from reserve be requested of the instructor who placed the item on reserve.

If a course is not offered in a subsequent semester, the Library will remove items from reserve shelving due to space considerations. Library owned copies will be returned to the shelves and personal copies may be returned to the instructor. Instructors will notify the library when an item is no longer needed on reserve for their course.
Course reserves and copyright:

- Photocopies placed on reserve must be in compliance with copyright laws.
- The copy should be a direct photocopy not changed in any way without permission from the copyright owner.
- Copies of unpublished materials must have permission of the author, even if produced by your students.
- The amount of information copied from a source should be reasonable in relation to the size of an entire work (for example, one article from a periodical or one chapter of a book).
- Photocopied material should display the complete citation of the source document and a copyright notice (e.g. NOTICE: This material may be protected by copyright law (Title 17, U.S. Code))
- Copies of entire works will not be placed on reserve unless the protected material is unavailable from commonly known trade sources such as bookstores or book sale websites for a reasonable price within a reasonable period of time.

**Information for Students**

Reserve reading materials are kept at the Circulation Desk. Audiovisual reserves are kept in the Instructional Media Services office but may be requested at the Circulation Desk.

Reserve materials are designated with either two-hour, overnight or weekly loan periods. Two-hour reserve materials must be used in the library building.

In order to use course reserve materials, students must present a valid student ID number and sign for the material.

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