

## **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.