

THE RACC LIBRARY RESERVES POLICY

The purpose of placing materials on Library Reserves in the RACC Library is to make course-related materials readily available to all students within a course.

Faculty deposit of reserve materials

The RACC Library collection materials as well as instructor's personal or divisional educational materials may be placed on Library Reserve as resources for students in support of classroom instruction. Articles/excerpted materials may be placed on Library Reserve in conformity with copyright laws. Items from other libraries will not be put on Library Reserve. Instructors determine, in conjunction with librarians, the restrictions to be placed on the circulation of Library Reserve materials. To place an item on Library Reserve, provide the material along with the Library Reserve Request form to a librarian who will forward it for cataloging and inclusion in the Library Reserves Collection. The Library Reserve Request form is available on the Library Services portal in the Resources section. Please submit materials at least one week prior to assigning these materials to students. Note that personal items will have Library processing materials such as barcodes and labels placed on them.

Student access to reserve materials

Physical books, articles, and films are located at the Service Desk where they are filed under the name of the instructor. A RACC library card is needed to use all Library Reserves materials, even Library-Use Only items. The typical check-out period is Library-Use Only, but the length of the circulation period is selected by the instructor. Library Reserves cannot be renewed. Students must wait 24 hours after checking in Library Reserves items before they may check them out again. This policy insures maximum availability to all class participants. The student is responsible for the timely return of all items, whether any reminder or overdue notice is received from the library. A Library Hold will be placed on the student's RACC account for any non-returned Library Reserves materials.

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