

Library Reserve Policy (Rev. August 2009)

The Piedmont Technical College Library provides a reserve service to give faculty a way to temporarily share limited resources with students in a particular course.

The library reserve service must not be used to restrict access to library-owned resources to students and other potential users. If library materials need to remain in the library on a permanent basis, faculty members should talk to a librarian about adding resources to the library's reference collection or, in the case of audiovisual items, restricting circulation.

Reserve Resources

Faculty may temporarily place original ***library-owned*** or ***personally-owned*** resources in the reserve collection. While on reserve, resources are intended for library use only by students enrolled in a particular course. All reserve materials must contain a notice of copyright and comply with federal copyright laws and restrictions.

Resources may be in various formats, including books, DVDs, VHS tapes, audiocassettes, magazines, and journals; however, reference books and audiovisual items tagged for non-circulation should not generally be placed on reserve. Additionally, consumable resources such as workbooks and standardized tests may not be photocopied.

About Photocopies

- Repetitive photocopying over multiple semesters requires written permission from the copyright owner.
- Per copyright rules, consumables (ex. workbooks, standardized tests) cannot be copied.

Placing Items on Reserve

To request that an item be placed on reserve, faculty must complete a reserve form (see attached) every semester. On the form, faculty will be expected to:

- Provide his/her contact information
- Designate course names and numbers for which items are on reserve
- Fully describe each item
- Specify whether each item belongs to the library or the instructor
- Provide call numbers for library items

While the library will do all that it can to support a faculty member's requests, the library does reserve the right to refuse placement of items in the reserve collection and to remove items that are already in the collection.

At the End of the Semester

The library reserve service is intended to provide ***temporary*** access to limited resources. Consequently, all library reserve materials will be returned to the general library collection either on the faculty-provided end date or at the end of the semester. All personal resources will be

returned to the faculty member or to the administrative assistant assigned to the faculty member's department.

Lost or Stolen Items

While an item is in the reserve collection, it is considered property of the library. The library is not responsible for any theft or damage of personal items placed on reserve; however, if requested, the library staff will also attach a security sticker to reduce the risk theft. The library staff will also attach a barcode to each reserve item so that the item may be loaned through the automated library system.

Access to Reserve Collection

The reserve collection is housed in the library workroom, where items are arranged by faculty name. Faculty and students must request reserve items at the library desk. Neither faculty nor students are allowed to access to reserves without the knowledge of a library staff member.

Once an item is placed on reserve, it should stay on reserve until the ending date indicated on the reserve form. To temporarily remove an item from reserve, an instructor should give the library staff at least one day's notice (for example, when an instructor plans to show a reserved video in class). Should a faculty member exercise this option, the resource will be checked out to the faculty member's library record while it is out of the library.

Borrowing Reserve Materials

Despite the fact that reserve materials are for in-house use only, the library staff will lend reserve resources using the same procedures as it does in lending other materials. To borrow library resources, students and employees must produce their college ID cards or other adequate photo identification. Reserved resources will be "checked out" via the automated library system. Students who do not return materials on time will have both their library record and their student record (Banner) blocked.

Faculty Responsibilities

So that the library can effectively manage access to reserves, faculty cooperation is needed.

Faculty must:

- Complete reserve forms each semester that describe each item on reserve
- Reserve only works that comply with U.S. copyright laws and restrictions.
- Follow all library policies and procedures regarding reserves.
- Consider whether they are providing enough copies of reserve materials for the number of students that must access them.
- Delay notifying students of reserves until items are actually available in the library.

For More Information:

Questions and comments regarding Library Reserves should be directed to Circulation Manager **Mary Lou Wilde** at (864) 941-8577 or via e-mail at wilde.m@ptc.edu.