Policy Name: Library Reserve

Policy
Library reserves support the teaching mission of the college by providing a secure facility for faculty to distribute material required for class usage which would otherwise be unavailable to students. Library reserves provide for the maximum use of material by students while at the same time allowing the library to keep track of the material and guarantee its integrity. Library reserve materials should directly support class instruction and consist of items that are required or strongly recommended for usage.

Purpose
To ensure access to materials deemed useful by the instructor to supplement curriculum.

Responsibility
Chief Academic Officer   Ensure implementation of policy.
Library personnel       Maintain integrity and availability of materials.

References
Copyright Policy 3260-1-01 and Copyright Laws of the United States

Steward: Chief Academic Officer
Approval Date: March 1, 2005
Implementation Date: March 1, 2005
Revised Policy Format Only: July 31, 2012