

Library Reserve Policy

The MCTC library reserve supports the teaching mission of the college by providing a secure facility for faculty to distribute material required for class reading which would otherwise be unavailable to students. Library reserve allows 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 material should directly support class instruction and consist of items that are required or strongly suggested reading.

Library Reserve Procedure

1. Faculty fill out the Request for Materials to be Placed on Library Reserve form making sure they indicate how long they wish items to remain on reserve, the name and number of the course, and the length of time they wish the items to circulate.
 - a. If the item(s) to be placed on reserve have been on reserve within the last year the faculty member need only fill out the top part of the reserve form and indicate the loan period for the item(s).
2. The faculty member or department secretary (but not a work study student) submit the reserve item and completed reserve form to the library circulation technician or to the reference librarian on duty. The reserve material and completed form should not be submitted to a library work study student.
3. The library will process the reserve material and have it on the reserve shelf no later than 48 hours after the material has been submitted.
4. Reserve material is generally shelved under the instructor's last name unless more than one instructor is teaching the course. If more than one instructor teaches a course during the same semester the library will shelve the item under the department name and/or the course name.
5. Items will be removed from reserve and sent back to the faculty member (or reshelved in the library's collection if the items are library resources) on the date the faculty member indicates on the reserve request form.