

10. Reserves Collection Policy

The purpose of the Reserve Collection is to provide fair, accurate and timely access to materials that are required course work for students. To keep the Collection useful and manageable, it must be carefully monitored for usage, and regularly weeded. Faculty participation is essential in this process, and the Library relies on their attentiveness and interest in maintaining items on Reserve. ***The Library does not purchase textbooks; it carries only those that are supplied or donated by academic departments or instructors.***

Reserve items are a separate collection of specific books, periodical articles or other materials (including videos, DVDs and other media) that faculty members may set aside for students to read or view for a particular course. The Collection is housed behind the 2nd floor Circulation Desk. These materials have a shortened loan period to ensure that a greater number of students have rapid access to them.

What can be placed on Reserve?

- Books owned by Front Range Community College
- Audio-Visual materials owned by Front Range Community College
- Personal copies of books, periodicals, or media materials
- Photocopied items. **NOTE:** Due to copyright restrictions, a photocopied item may be placed on reserve only for the duration of an assignment and no longer than one semester, unless a letter of permission from the copyright holder is attached to the photocopy. All photocopied items must bear a complete bibliographic citation to the original source.

What cannot be placed on reserve?

- Reference collection materials. Some exceptions may apply
- Inter-library loan materials received from other libraries
- Copied electronic /audio-visual materials, including cassette tapes, videotapes, DVDs

Can the same item be placed on Reserve for multiple/ongoing semesters?

No. Items may not be placed on indefinite reserve. ***To bring the Reserves Collection retention policy into line with other community college libraries, reserve materials will only be in the Collection for the current academic year.***

You may return the items back into the Reserves Collection (making sure they are current and relevant), but a new Reserve Request Form must be completed and signed at that time.

How do I place materials on reserve?

Personal copies - bring items to 2nd floor Circulation Desk, and complete the Reserve Request Form. The faculty member is responsible for obtaining any

copyright clearance required. Personal copies will have a barcode and label attached to them. While efforts will be made to safeguard materials, the library is not responsible for any damage or theft to personal items placed on Reserve.

Library-owned materials - the item will be indexed under the instructor name and course title. The loan period will be shortened to the limit specified by the instructor to ensure equal access to a greater number of students.

Most reserve items circulate for 2-hours, in-library-use only. Other loan periods include 1 day/overnight, 3-day/weekend, or 1-week checkouts; however, these extended loan periods may prevent some students access to your materials.

Please allow 24-48 hours for library staff to process your reserves. We cannot process reserve items on the weekend.

Please contact the library to ensure that your reserve materials are processed and available for checkout before sending the students to the library. This will prevent confusion and frustration for both the students and the library staff.

What do I tell my students about my reserve items?

Please emphasize to your students that they MUST use their Wolf Card/FRCC student ID/valid Westminster Public Library card to borrow reserve materials. No exceptions.

Reserves are labeled and shelved alphabetically according to Course Name. Please inform your students to request the material using the course name. This practice will enable the Circulation Desk staff to quickly and efficiently locate the correct reserve item.

What do I have on reserve?

You and your students can view the list of titles on reserve for your courses by selecting the **FRCC Course Reserves** tab in the library catalog. This tab is located under the Search the Catalog tab on the College Hill Library catalog website. The Course Name, the Instructor's last name, or the item title can be searched in the Course Reserves.

What happens at the end of each semester?

At the end of each semester if an item has reached the one (1) holding period or has been requested to be removed, it will be returned to the

loaning faculty member or department chair, along with a letter which includes the usage statistics for that item. This ensures that the faculty member can see firsthand if and how many times the item was actually used by students over the course of a semester.

Personal items will be returned to the lending Faculty member or corresponding department chair of the department if faculty member cannot be reached. Library owned materials will be returned to the Library collection.

What happens at the end of the Academic School Year?

All items on Reserve longer than one (1) year will be withdrawn and returned to the lending faculty or department chair. Items on Reserve that have not reached the one (1) year threshold will remain on Reserve unless otherwise noted, with a usage statistic e-mail sent to the faculty member.

Removing reserves from the Collection

Reserves can be removed from the Collection at any time. Please complete the Reserve Withdrawal form, including signature. Faculty can immediately take the items once the form is completed. Allow 24-48 hours for library staff to complete the withdrawal process in the Reserves Catalog.

Twice a year the Reserve Collection is evaluated and materials that have circulated fewer than three times are removed from the Reserve Collection. **In addition, the Library reserves the right to remove materials that have little or no activity.**

Materials that support courses that are no longer being offered are also removed from the Collection. The purpose of this is twofold:

- 1.) to maintain current and accurate materials for your students; and
- 2.) To ensure that the limited space housing the Reserve Collection only holds relevant, essential materials that support student success.

Therefore, we would ask you to evaluate your reserve materials carefully and diligently and remove any items that are not frequently used.