

Reserve Donation Form



Tip! Help your students checkout your course reserves by providing the call number on your syllabi

Please review the *CRC Library Reserves Policy and Guidelines* on the reverse before completing this form. Only currently required editions of textbooks and other high-demand items are put on reserve. Library staff will consult the Hawk's Nest Bookstore's "Required Material List" to identify library-owned items to include in the collection. We welcome your donations of currently required material.

While requests are processed quickly, Please allow a minimum of **ONE WEEK** for processing.

Today's date:

Semester:

Instructor's Name:

Course Name & Number:

Phone Number:

E-mail

Type of Reserve:

Location:

Print - books, journal articles, practice tests, etc.

CRC Main Library OR

Media - DVD's, CD ROM, etc.

Elk Grove Center

Title:

Author:

Year/Edition:

How Often Is Class Taught? (e.g. every semester, 1x/year, semester varies, spring only)

If this is a personal copy, what should the library do with it when the item no longer appears on the required textbook list? Note: Please allow one week to process your request.

Donate it to the CRC Library

Send it back to me through inter-campus mail

I will pick it up

Please print, sign, and return to CRC Library with the reserve item. By signing this form, I agree that I have read, understand, and will follow the CRC Library reserves policies and copyright guidelines on the reverse side. I assume the responsibility of compliance with copyright laws for any materials placed on reserve on my behalf. I understand that if I choose to have my materials returned to me, that I cannot retrieve them while they are still a required item for my class. The CRC Library is not responsible for lost, damaged, or stolen items.

Signature

Date

CRC LIBRARY RESERVES POLICY AND GUIDELINES

What can I put on reserve?

- Library owned books, media items, and other material
- Personal copies of books, media items and journals*
- Lecture notes and exams

Required items already owned by the CRC Library will be pulled from library shelves and processed for reserve.

Instructors are encouraged to obtain and donate copies of required course materials. The majority of our Reserve Collection has been built through instructor donations.

*Please note that items in poor condition may not be accepted for use in the Reserve Collection.

What is not allowed in the reserve collection?

- Consumable items (e.g. Items such as workbooks which primarily consist of fill-in-the-blank exercises.)
- Personal video recordings of television broadcasts
- Rented videos or DVDs or borrowed books
- Items that are not exempt from copyright law
- Non-exempt copyrighted material for which written permission has not been obtained

Copyright Clearance

Instructors must obtain and retain written permission from copyright holders for reserve items that are not exempt from copyright law. The Copyright Clearance Center is a good place to start to obtain permissions.

All copyrighted material will include the following Section 108 (f) (1) notice:

This material may be protected by Copyright Law (Title 17, U.S. Code). Under certain conditions specified in the United States Copyright Law, libraries and archives may be authorized to furnish a photocopy or other reproduction. One of these conditions is that the photocopy or reproduction may not be 'used for any purpose other than private study, scholarship or research.' One copy may be made for scholarly purposes. No further reproduction, transmission, or electronic distribution of this material is permitted unless copyright fees are paid.

Submitting Reserve Donations

While donations are processed as quickly as possible, please submit your request at least one week prior to making assignments from the reserve materials. Sufficient time should be allowed for staff to process reserve donations. Processing includes affixing the appropriate labeling and adding or updating the library catalog. Submitted material is processed in the order in which it is received and is available to students upon completion of processing.

Length of Checkout

Most reserve items will have a 2-hour checkout (mandatory for single copies of items). This ensures the greatest number of students will have access to the material. Library staff may assign longer check-out lengths if the collection contains multiple copies of a required item.

Helping Your Students Access Reserve Material

It could take up to a week for reserve items to be cataloged, processed, and become available for checkout. Instructors are encouraged to search [OneSearch](#) to see if items have been assigned to the proper course and instructor and are ready for checkout. Sharing all relevant textbook information on your course syllabi will greatly improve students' success in finding material. At a minimum, instructors are asked to include the full title, edition number, and publication date. Students will need to identify the course name, number, and instructor (e.g. POLS 301 Huffman) and show their Student Access Card at the circulation counter in order to retrieve and checkout reserve items.

Removing Items from the Reserve Collection

Since the Reserve Collection is intended for high-demand items that are required for courses in the current semester, we regularly review the collection and remove items that are not currently in use or are of low usage. Items that are removed from the Reserve Collection may be moved to the Circulating Collection where students will have greater access to material, or may be permanently removed from the library's collections. When placing materials on Reserve, you may specify whether your materials should be returned to you at the end of the semester or donated permanently to the library's collections.

Staff Notes: