

## FOR FACULTY

### Faculty Reserves

A Reserve Collection is maintained by the LRC and shelved behind the Circulation Desk. Circulation Staff process Reserve requests. This collection consists of both library materials and instructor's personal materials.

Faculty generally place materials on Reserve for students in specific classes and for a predetermined length of time. LRC Staff place some library owned materials on Reserve indefinitely, either because the materials have high circulation rates or because they are a security risk. In both cases, the objective is to provide equal access for those who need to use these materials. Students generally may check them out for 2 hr use in the Library or overnight, depending upon faculty instructions. Faculty should remind students that they need a Library Card to check out all Reserves, even just to copy the material.

Requests should be placed well in advance of the date students will need the material. A list, including the titles and formats of the materials, should be provided to both the Library and to the students. Each semester faculty should remove outdated material.

Faculty wishing to place items on RESERVE for their students have the following options:

- **Library Material**

CFCC Faculty may use the Reserve Request Form to request that Library owned materials (books, videos, DVDs, audiocassettes or CDs) be placed on Reserve for their classes.

To arrange to have an article from a Library owned journal, magazine or newspaper placed on Reserve, please come in person to discuss this with a Circulation staff member.

- **Personal Material**

CFCC Faculty who wish to place material, which they personally own on Reserve, should bring the material to the Library and make arrangements with a Circulation staff member.