

# **Yavapai College Library Reserves Policy and Procedures**

*Revised on November 20, 2007*

## **POLICY**

Yavapai College instructors may place either Library or personal items pertaining to a current course on reserve at the Library. Reserve items have an abbreviated loan period to ensure students enrolled in the course will be able to access the materials. Reserve services are available at all Yavapai College Library facilities. The Library will make every attempt to utilize electronic reserves for distance-learning courses as well as courses taught at Yavapai College Centers without a physical library.

## **PROCEDURES**

1. Textbooks placed on reserve must be supplied by the instructor or his/her department.
2. Contingent on space availability, instructors can place up to 30 items on reserve per course with a max of 60 reserve items total for all courses.
3. It can take 1 day to 2 weeks to have reserve items ready for checkout depending on the amount of material and where the request is in the queue.
4. Items will be placed on reserve for either one semester, two semesters or have a semi-permanent status (contract is renewed year to year).
5. To place an item on reserve, an instructor needs to contact the Circulation Supervisor.