

Yavapai College Library Reserves Policy and Procedures

September 28, 2017

POLICY

Yavapai College faculty, including OLLI and Community Education 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.

PROCEDURES

1. Textbooks placed on reserve must be supplied by the instructor or his/her department.
2. Contingent on shelf space availability, instructors can place up to 30 items on reserve per course with a max of 60 reserve items total for all courses on a first-come, first-served basis.
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. Library items will be returned to the shelves during breaks or if the class is not scheduled for the semester.
4. Items will be placed on reserve for one semester, two semesters or may remain on shelf **if contract is renewed year to year**. Expired reserves will be returned to instructors department if not picked up within two weeks of expiration.
5. To place an item on reserve, an instructor needs to fill out and sign a Reserve form available online or at the library circulation desk.