

LAREDO COMMUNITY COLLEGE
Harold R. Yeary Library
INSTRUCTOR'S REQUEST FOR RESERVE COLLECTION

Instructor's Name _____ Box & Ext. #'s _____

Course Name & Number _____

On Reserve From _____ To: _____

Time Period for Loan:

- | | |
|-------------------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> Two hours & restricted to building | <input type="checkbox"/> Two hours & overnight |
| <input type="checkbox"/> One day | <input type="checkbox"/> Three days |

Please Note: Faculty member assumes responsibility for material being in compliance with copyright law.

This completed sheet must accompany all material submitted for reserve.

Library Procedures for Faculty Reserves

All faculty reserve materials (whether personal or library copies) must be brought to the Circulation Desk at least 1 business day (24 hours) M-F **before** announcing or assigning the items to the students. (In order to ensure that your items are available when you intended.) Place on reserve those items that are required for your students to have access to that may not otherwise have adequate and timely availability. These reserve items can be accessed hourly, daily, or several times a week at your choosing. Student fines are listed below.

***Fines: 2 hrs & overnight - \$0.50/hour 1-3 days: \$1.00/day**

Please also notify the Circulation Staff in writing 1 business day before any additions or deletions are to be made to your reserves list. You are also able to see what materials you have placed on reserve through the library's SIRSI online catalog.

Please remind your students to obtain a current or validated LCC ID card. This is necessary not only for full library privileges but also for other LCC activities. It only takes a few minutes to get it and will save the student time and hassles in the future. LCC IDs and stickers can be obtained at Kazen College Center Rm. 122 - 8am-7pm M-TH, 8am – 12pm F.

Thank you for your cooperation. With your assistance, the library will be able to better serve our students.

LAREDO COMMUNITY COLLEGE

Harold R. Yeary Library

Faculty Reserve List

Course Name & No.

Instructor

Checkout Period

Semester

Call No.	Personal Copy	Dept. Copy	Author	Title

OFFICE USE ONLY

Date Rec'd / Initial

Date Created / Initial

Date Removed / Initial
