



RESERVE POLICY

POLICY

Instructors may place materials on reserve for their students. The following items can be placed on reserve:

- SLCC library books
- personal books of faculty
- class notes
- study guides
- sample papers
- textbooks (only if required text is not available for purchase in bookstore)

These materials will be available behind the Circulation Desk on the shelf titled “Reserves”. These materials are limited to circulation within the library. All reprinted articles and audiovisual materials must comply with current copyright laws.

It is the responsibility of the instructor to ensure that items placed on reserve comply with current copyright laws

Faculty are responsible for picking up reserve items at the end of the semester. Every effort will be made by library staff to return items to faculty. Library staff reserve the right to discard unclaimed reserve items.



South Louisiana Community College Library

www.solacc.edu/library

(337) 521-8927

PROCEDURE

Placing Items on Reserve

Instructor must bring reserve items to the library and complete a “Reserve Request Form” available at the Circulation Desk or on the website at <http://solacc.edu/library/services/faculty-material-reserve>

Reserves will be set up within twenty-four hours.

Checking Out Items on Reserve

Students must present a current SLCC id or a schedule to check out reserve material.

Reserve material is for in-library use only with a loan period of two hours.

Students are responsible for reserve items. Any unreturned items will be charged to the student.