



GCC Reserve Material Guidelines

Reserves are a collection of items, primarily textbooks, which are set aside for a particular course and are available for students to use in the library. These items are placed on Reserve by the academic departments and/or individual instructors.

Placing a Reserve

The form must be filled out completely, signed, and turned in to the Circulation Desk along with the requested materials for processing. Any missing information on the form could result in a processing delay. If the price of the item is left blank, the default price of \$100 will be used. A limit of 5 library owned items can be placed on reserve.

Checkout

Students will need a current student ID for check out. Library Reserve items check out to students for two hours. Items may not be renewed, placed on hold, or leave the library.

If a Reserve item is not returned in a timely manner, the borrower will be charged a \$10.00 a day fee (to a maximum of \$70.00) per item, plus the replacement cost of the item. The replacement cost will be waived if the item is returned, however, the \$10.00 a day fee per item will not be waived. If a student contacts us about replacing a lost Reserve item, they have the option of purchasing a replacement copy (in a reasonable time frame) or they may bring a replacement copy from the department, if the department is willing to give them one. The daily fines are not waived. The LMC is not responsible for any assignments not completed due to a lack of availability of a Reserve item.

Reserves are labeled and shelved alphabetically according to the course number. Please, inform your students that they will have to request the material by course number. (i.e.: ENG101, not 15665) This will enable staff at the Circulation Desk to quickly locate the materials.

Items placed on Reserve from the LMC Circ Desk collection will NOT be able to be checked out for a week by faculty. They will only be allowed to be checked out for the standard two hour limit.

Removing a Reserve

If a Reserve item has not circulated in a year, the item will be removed from Reserve, unless the instructor/faculty member requests otherwise. Only the instructor, Department Chair, or Department Secretary may remove an item from Reserve. Student assistants may not remove an item from Reserve or pick up an item that has already been removed from Reserve.

Copyrights: Photocopies and Consumable Works

In compliance with copyright law of the United States (Title 17, U.S. Code 202 and under Section 107 of H.R. 2223) all reproductions of articles from journals, on-line databases, scores, or book chapters may remain on Reserve for one semester and not used again.

A single copy of one article per periodical issue may be placed on Reserve. Copies from books may be limited to one chapter per title, depending on length of work and substance of portion copied. Written permission from the publisher is required for anything else.

A complete bibliographic citation is required before a photocopied item will be placed on Reserve.

<http://lib.gccaz.edu/lmc/help/citations/>

Consumable works (i.e. Workbooks, fillable lab manuals, exam copies, etc. . . .) cannot be placed on Reserve.

Questions about Fair Use and seeking permission may be directed to: Karen Reed, GCC Librarian, at 623-845-3165

By submitting a Reserve request, the instructor accepts responsibility for copyright compliance.



RESERVE MATERIALS FORM

Contact Information

GCC Main	GCC North
Ann Riley	Dennis Topel
623-845-3107	623-888-7101
Ann.Riley@gccaz.edu	Dennis.Topel@gccaz.edu
Circulation Desk: 623-845-3109	Circulation Desk: 623-888-7109

The Reserve Materials Form and materials may be dropped off at the Circulation Desk in the LMC. Please, anticipate that it may take up to 3 working days before the material is available for student use.

Note: Reserves are ONLY processed Monday - Thursday.

Your signature below indicates that you have read and understand the **Reserve Material Guidelines**.

Date			
Department			
Instructor(s)			
Instructor MEID(s)			
Phone #		Office Location	
Signature			

Item(s) to be placed on Reserve

- You must check if the item is a department, personal, or library copy.
- If the price of an item is not provided, the default price is \$100.
- Photocopied items must have a complete bibliographic citation to the original source.

Course #	Title	Price	GCC / GCN	Removal Date
	<div style="display: flex; justify-content: space-around; font-size: small;"> Department Copy Personal Copy Library Copy </div>			
	<div style="display: flex; justify-content: space-around; font-size: small;"> Department Copy Personal Copy Library Copy </div>			
	<div style="display: flex; justify-content: space-around; font-size: small;"> Department Copy Personal Copy Library Copy </div>			

Any missing information may result in delayed processing of your request.