



THE YOCUM LIBRARY RESERVES POLICY

The purpose of placing materials on Library Reserve is to make materials readily available to a large number of students within a relatively short period of time.

The Yocum Library collection materials as well as instructor's personal or divisional educational materials may be placed on Library Reserve as a resource for students in support of classroom instruction.

Instructors select and provide all Library Reserve materials and determine, in conjunction with Library staff, the restrictions to be placed on the circulation of Library Reserve materials. Articles/excerpted materials may be placed on Library Reserve in conformity with copyright laws. For help on this issue check the suggested copyright-related web sites under "Library Services for Faculty & Staff" on the Yocum Library web site.

STUDENT INFORMATION

Access:

- Books, articles, and videos are located at the Circulation Desk where they are filed under the name of the instructor.
- A RACC library card is needed to use these materials, even Library-Use Only items.
- A photocopier is available. Copies are 10 cents per page. The photocopier takes change (nickels, dimes, and quarters) and \$1 bills. The Library is unable to provide change.

Loan Periods and Renewal:

- The typical check-out period is Library-Use Only, but the length of the circulation period is selected by the instructor.
- Library Reserves cannot be renewed. Students must wait 24 hours after checking in Library Reserves items before they may check them out again. This policy insures maximum availability to all class participants.

Charges for Overdue Library Reserve Items:

- The patron is responsible for the timely return of all items, whether or not any reminder or overdue notice is received from the library.
- There is no grace period for overdue items.
- A \$15.00 lost item charge and the replacement cost of the item will be added to the student's Library account.
- A Library Hold will be placed on the student's RACC account.

INSTRUCTOR INFORMATION

If you would like to place an item on Reserve, fill out the necessary request form which is available at the Circulation Desk or online at **[Library Reserve Request Form](#)**.

Ownership:

- Library Reserve items should be personal, Divisional, or Yocum Library materials.
- Items from other libraries will not be put on Library Reserve.

Copyright:

- Obtaining appropriate copyright clearance is the responsibility of the instructor.
- Verify that the use of this item conforms with copyright law, for example, by using the original book or film, by using an item that is in the public domain, by obtaining the copyright holder's permission, by using material with a Creative Commons License www.creativecommons.org , or by paying the required license fees at the Copyright Clearance Center www.copyright.com
- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Access:

- Instructors who wish to check out their own Library Reserve items must check them out with their RACC Library card.
- Instructors who wish to check out an item already placed on Library Reserve by another instructor will need to seek the permission of the instructor who reserved the item.
- Instructors who wish to remove their Library Reserves items must contact the Yocum Library. Items must be processed before removal by the instructor, even if the item is the personal copy of the instructor.
- All Library Reserve items will be removed at the end of each Semester/Session. Please contact the Library if you want the items available for a future Semester/Session.

Processing:

- Please submit materials at least one week prior to assigning these materials to students.
- Personal items will have Library processing materials such as barcodes and labels placed on them.