

Reserve Collection Fact Sheet for Instructors

Rio Hondo College Library

This fact sheet is designed to assist instructors who wish to place course materials on reserve for their students.

A. The Reserve Collection

1. The reserve collection is located behind the circulation desk of the library.
2. Library staff will bar code and security-strip all reserve materials.
3. Students must have current borrowing privileges and must present their library card in order to check out any reserve items. There are no exceptions.
4. Default status for reserve items is two (2) hours in-library use only. Two other checkout options are available:
 - a. 1 day checkout with a one-time renewal. Overdue items are charged \$.25 per day.
 - b. 7 day checkout with a one-time renewal. Overdue items are charged \$.25 per day.

B. Putting Course Materials into the Reserve Collection

1. You may place a textbook or other course material in the reserve collection by bringing the material to the circulation desk and filling out a request form. You can also look for the Reserve Request Form under “Services - For Faculty” in the library’s home page <http://library.riohondo.edu/forms/Reserve%20Request%20Form.htm>.
2. If you wish to place library-owned books, videos, or other materials in the reserve collection, please speak to Judy Sevilla-Marzona (x3378). Any library-owned item, however, can only be checked out for 2 hours in-house.
3. All reserve material, whether owned by faculty or the Library, is subject to the Fair Use Provision of Title 17 Section 107 of the U.S. Code. This means, for example:
 - a. The Library will not accept duplicated or “burned” discs or personally taped VHS copies of copyrighted video material.
 - b. All photocopied articles and audiovisual materials must comply with current copyright laws and include a full bibliographic citation as to the source.
4. The Library recommends that items should be “checkout ready,” i.e., paperbacks or fragile items should be reinforced and loose-leaf sheets should be placed in a binder or folder.
5. Please allow 24 hours for processing reserve material from the time that you bring it in.
6. You will be notified and student privileges will be suspended if a student:
 - a. Fails to return an instructor’s personal copy of any reserve item,
 - b. Leaves the Library with an instructor’s personal copy of an in-house use only item, or
 - c. Fails to return an overnight checkout (1 day or 7 day) on the due date.

C. Removing Course Materials from the Reserve Collection

Reserve textbooks are kept in the collection for as long as you indicate in the request form. You can pick up your materials at the circulation desk or choose that the Library return it to you via campus mail.

Reference:

US CODE: Title 17, §107. Limitations on exclusive rights: Fair use
<http://www.law.cornell.edu/uscode/17/107.html>