Reserves

Books, videos, journal articles and other materials are placed on RESERVE at the request of an instructor or the Director of the LBWCC Libraries/Learning Resource Center. The person requesting that materials be placed on RESERVE sets the circulation limits for those items, which may vary from IN LIBRARY USE ONLY to a period of one week. The RESERVE collection is shelved behind the circulation desk for the purpose of providing equal access to required reading/viewing for a number of persons in a short amount of time.

Place a “RESERVE” label on the spine of all resources placed on RESERVE. Group each instructor’s materials separately and shelve in alphabetical order.

Keep records for materials checked out on RESERVE using the LBWCC Libraries/Learning Resource Center check-out cards. DO NOT use Voyager or barcodes. To check out materials on RESERVE, remove the card from envelope in the book and put the due date and patron’s name on the card. Create a second (duplicate) card with the title of the material, the patron’s name and bar code, the date checked out and due date.

When the material is returned, place the original card back in the envelope, then write the date returned on the duplicate card and place it in the Campus Checked-In holder under the circulation desk.