

Please complete
one form per item.
LMC02-1

Everett Community College
Library-Media Center
FACULTY RESERVE REQUEST

INSTRUCTOR _____ COURSE NAME _____

RESERVE TITLE _____

A. SOURCE OF MATERIALS (check one box):

PERSONAL COPY

LIBRARY COPY

I WOULD LIKE THE LIBRARY TO PURCHASE A COPY *(The subject librarian will review your request according to the library's Collection Development Policy and let you know if we can purchase the title. Please consider the time needed for purchasing and processing.)*

B. QUARTER NEEDED:

FALL

WINTER

INDEFINITELY

SPRING

SUMMER

C. LENGTH OF CHECK-OUT TIME (check one box):

LIBRARY USE ONLY

OVERNIGHT

3-DAY

22-DAY

I recognize that photocopied items placed on Reserve in the Library may be protected by copyright laws and may require permission from the copyright owner. (Faculty is responsible for providing copied materials.)

I affirm that any material that I have placed on Reserve this quarter(s) meets the Fair Use Guidelines and College Copyright compliance.

Instructor's Signature

Date

CHECK ONE BOX:

I am part-time faculty and will not be available after the quarter to pick up my materials at Staff Services (or if you do not have a staff mailbox).

I prefer to pick up my own materials in the Library before the first week of the following quarter.

Mail my materials via campus mail to me.

Reserve Material Procedures

Faculty may place materials on reserve for use by students in specific classes. To place materials on reserve:

- Complete a Faculty Reserve Request form. These are available at the library circulation desk.
- All photocopied materials must adhere to College copyright guidelines.
- Be sure to specify the length of checkout time.
- Reserved materials will be available for checkout approximately 2 working days after they have been placed on reserve by a faculty member.
- Faculty is responsible for pulling LMC books and giving them to the check out desk.

Please be aware:

- When the library places personal copies on reserve, the materials must be bar coded and security tagged. Although we are careful when removing these labels from your materials later, they may be damaged in the process.
- The library will not place materials from another library on reserve.
- On special occasions in which you would recommend library-use only materials be allowed out of the library, please notify Nyla Taylor in the library Circulation Department at 425-388-9488 or email at ntaylor@everettcc.edu
- All audiovisual materials must be an original purchased copy or material that was recorded by Media Services.
- All Library-Media Center videocassettes are in-library use only and do not need to be placed on reserve.
- LMC Music CDs now have a three-day checkout period. To designate them for Library Use Only, instructors need to pull the CD case and bring it to the circulation desk.

Removing titles from reserve:

- All reserve titles, including personal copies, are entered into the online catalog and deleted from the catalog when they are no longer needed on reserve.
- Please notify Nyla Taylor, Circulation Supervisor, at extension 9488 when you want to withdraw or add any title.