

SMC Library Reserve Request Form

Date: _____

Instructor's Name: _____ Employee #: _____ Ext.: _____
 (Reserve cannot be processed without I.D. number)

Course Name: _____ Course #: _____

Instructor donates item to the Library's permanent collection? Yes: ___ No: ___ Library's Copy: ___

	Author/Title	# of Copies			Library Use Only Call #
1.					
2.					
3.					
4.					
5.					
6.					

Keep on RESERVE for (you may select entire academic year or specific semesters as appropriate):

Academic year _____ - _____ or Fall ___ Winter ___ Spring ___ Summer ___

Signature _____

Lib/Staff _____

Library Use Only Date received in technical processing: _____ Date processed: _____ Initials: _____

Santa Monica College Library Reserve Book Policy

It is the goal of our Library Staff to serve you and your students in the most efficient and convenient way possible. To this end, we encourage you to place those materials in high demand on RESERVE.

RESERVE items are held behind the circulation desk in closed stacks and circulate for 2 hours, library use only (RES2).

The item to be placed on Reserve, accompanied by a completed Reserve Request Form, must be delivered to one of the library staff.

Please allow three full weekdays for processing.

We ask that you place no more than ten items on Reserve during a semester.

SMC LIBRARY MATERIALS

Most items in our general catalog may be placed on Reserve, with the exception of Reference materials. If you wish to place on Reserve an item that belongs to the library, please retrieve the item from the stacks, fully complete the Reserve Request Form, and then give the item and the completed form to a library staff member.

INSTRUCTOR'S PERSONAL MATERIALS

Books:

You may wish to have personal copies of books placed on Reserve. Please note that items placed on Reserve will be processed for circulation, being marked with stamps of library ownership, a barcode, and a security strip.

Other Print Materials:

Unbound periodical articles, pamphlets, etc. supplied by you may also be placed on Reserve. The library cannot insure against damage or loss of your materials while they are on Reserve. In accordance with copyright law, only one copy of photocopied materials, for which you have not secured copyright permission, may be placed on Reserve for one semester only. Copyright permission must be secured if you wish to have the material on Reserve for more than one semester.

******It is not advisable to place rare or valuable personal items on Reserve.******

******The library cannot be responsible for damage or loss.******