

Phoenix College Library

COURSE RESERVES

Questions? Contact pc-reserve@phoenixcollege.edu or call 602-285-7473

Course Reserve materials are shelved under course prefix/number and findable online in the library system by prefix/course number and also by instructor's last name.

Guidelines

- Course Reserve items are available for students to checkout for 'In Library Use Only' up to two (2) hours at a time.
- Library-owned materials can be placed on Reserve on a semester-by-semester basis. Please indicate call number with title information on the form.
- Instructors may specify the span of days the material will remain on Course Reserves. If not specified otherwise, the material will be removed at the end of the academic year or when borrowing data shows little to no usage. (with exception of Library-owned material)
- Unfortunately we cannot make available workbooks, standardized tests, test booklets, and the like. These fall in the category of "consumable" works and sharing these via Course Reserves does not qualify as fair use of copyrighted works.
- Library staff perform due diligence to protect materials loaned and given to us; however, know that your materials will likely return to you looking careworn. All lending/borrowing arrangements present the risk of damage or loss so if this worries you, please explore other options for sharing course material with your students.
- A print copy of this form needs to accompany materials to be placed on Reserve.

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RESERVE REQUEST FORM

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Course Prefix/# _____ Department _____

Instructor Name _____

Instructor MEID _____ Phone _____

List each item to be placed on Reserve. Please note if more than one copy.

Title	Author/Editor

All items check out for up to 2 hours in-library use only.

Materials will be removed from Reserve at the end of the academic year or when item records show little or no usage. To have material removed from Reserve, please notify staff and allow 24-48 hours for materials to be properly withdrawn.

The library is not responsible for any lost or damaged materials.

Faculty or Dept Representative (signature required)

Date