

Below are answers to questions you may have concerning library reserves. If you have further questions, need request forms, or have another concern, please call the library, 215.968.8013.

What is the purpose of the Reserve Collection?

The purpose of the Reserve Collection is to give professors a vehicle through which to disseminate information to students. This allows many students to view a limited number of resources conveniently within a short period of time. Supplemental texts, readings, class notes, solutions manuals, exams, videos, and sample works are all examples of the kinds of things professors may place on reserve.

What can be placed on Reserve?

Books, audiocassettes, compact disks, and videos from both the library collection and the professor's personal collection may be placed on reserve. Additionally, other materials owned by the professor may be placed on reserve such as class lecture notes, sample exams, and solutions to assignments.

We discourage placing photocopies of journal articles and book chapters on reserve. We can assist you in placing electronic copies of such materials on your online course space; see "How can I make electronic resources available to my students?" below.

Please visit the Library's Copyright Compliance Information Site at <<http://www.bucks.edu/library/copyright/index.html>> for copyright and Fair Use guidance.

How do I place something on Reserve?

The library has a form you may use to place items on reserve. Forms are available in the library or through our website at <http://www.bucks.edu/library/pdf_files/Reserve_Request_Form.pdf>. Simply complete the form and submit it to the library with the corresponding material. It is advisable that you contact the librarian on duty for advice in selecting materials to place on reserve, doing so either in person, on the phone at 215-968-8013, or via email at <infobc3@bucks.edu>.

Once your request has been accepted, please allow ten business days for processing if no permission is required for copyright clearance.

How long will my material be on Reserve?

Material is placed on reserve on a semester-by-semester basis. All material is removed from reserve at the end of the semester, unless an earlier date is specified. A new request must be made for each semester the material is to be on reserve.

Can I place materials on Reserve at any BCCC Library?

Yes. Reserve materials may be placed on reserve at any of the three libraries. Within the individual library, materials are housed at the circulation desk.

How will my students retrieve materials?

- Students **MUST** have a Student ID card to borrow materials held on reserve.
- Reserve material is disseminated through the library circulation desk.
- Students should request material by **COURSE NUMBER** and **MATERIAL TITLE**.
- To avoid confusion, the title information provided on the request form should be consistent with title information you provide to your students.

How can I make electronic resources available to my students?

We can assist you in adding electronic reserve materials to your online course space. You can create links to articles and items found within our many subscription databases, as well as post electronic versions of hard copy materials you may possess. Students will go to your online course space and retrieve materials. Please contact Bill Hemmig, Online Learning Librarian, at 215-504-8611 or <hemmigw@bucks.edu> for assistance.

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