

Library Course Reserve Form

Course Reserve Facts:

1. An online form is available on our website. Under "Services," select "Faculty Resources & Services."
2. Material can remain on reserve indefinitely. Items unused after a year may be returned to owner.
3. Damage may result from use. Adding course reserves signifies accepting this risk.
4. Course reserves can be checked out by any MCTC student.
5. Email notifications will be sent to borrowers and owners if a course reserve is overdue.

Instructor's Name: _____

Please print. If the material will be used by multiple instructors, list all names.

Department: _____

Example: Economics

Course Name & Number: _____

Example: ECON 2200, Principles of Macroeconomics

Reserve Title(s): _____

Please write the title as it appears on your syllabus.

Borrowing Policy: (Select One)
 2 Hour In-Library Only (recommended)
 Overnight
 2 Day Loan
 7 Day Loan

Owner of the Item(s): (Select One)
 MCTC Library
 Instructor's Personal Copy
 Department Copy
 Other: _____

Questions? Please contact the [Library Circulation Department](mailto:circdesk@minneapolis.edu) [circdesk@minneapolis.edu]

Your submission of this form implies compliance with copyright laws and regulations.

About Library Course Reserves

The Library Course Reserves collection directly supports current class instruction. It includes textbooks, study guides, supplemental readings, and other media. Material in the Reserves collection is located behind the Library circulation desk and access is provided to students with a MCTC ID. The collection is comprised of items from two sources:

1. Items provided by faculty
2. Items selected by faculty from the Library's General collection

Adding Items to the Collection

Faculty can add material to the Reserve collection at any time. Please note, there is a minimum two business day turn-around when placing material on reserve. Items should be brought to the library circulation desk with a completed [Library Reserve Form](#) .

Adding Items from the Library's General Collection

Faculty may keep items from the library's general collection on reserve for only one semester per academic year. At the end of that period these items (not your personally submitted material) will be removed from the reserve collection and placed back into circulation. Any instructor who wants to keep material on reserve longer than one semester is advised to speak to their departmental library liaison to discuss alternative options.

Removing Items from the Reserves Collection

Faculty can remove items from the Reserve collection by contacting the Circulation Department. During the Fall and Spring semester, the Library will run a report on usage statistics. Items which have not been borrowed by students for over 1 year will be marked for removal. The Library will contact instructors via email that the material is being removed. If the Library is unable to make arrangements to return the material, we will place it on our free book cart.

Borrowing Reserve Items

Students must have a MCTC ID to borrow items from the reserve collection. This includes items that are 'In Library Only'. If a student does not have a MCTC ID, they may not take any items away from the Circulation Desk. Students will be notified by mail when items are overdue. Instructors will be notified with the name of borrowers who do not return items in the Reserve collection.

The Library is not responsible for lost or stolen reserve items.