POLICY – All Campuses

Reserve Collection

Effective Date: June 16, 2009

The purpose of the Library reserve system is to provide students with equitable access to supplemental course materials in support of the College’s educational goals.

Material on reserve may be print or other media and comes from a variety of sources. They may include but are not limited to materials from the Library Collection, loans obtained through intercampus loan, or teacher’s personal copies. Teachers are advised to use a one copy per 30 student ratio when making a request to add an item to reserve.

Reserve loan periods are “3 hours in library use only”, or may be allowed to be signed out for a short period of time.

There are no renewals on reserve items.

All items on reserve must not infringe the Copyright Act. The Library staff is available to advise and help seek permissions if required when there is a question as to possible infringement.

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Revised by: M. A. Reinhard August 25, 2009
Approved by: L. Younghusband August 25, 2009
Revised M.A. Reinhard August 13, 2014