

## E-reserve Services

**Q:** Can the library put an e-book on reserve?

**A:** Yes. The library has access to thousands of e-books through its online catalog. We can create direct links to e-books through your course reserve listing.

**Q:** What else can I put on e-reserve?

**A:** PDFs or other digitized files may also be put on reserve. Please allow up to one week for processing of all e-reserve materials.

**Q:** How do students access the e-reserves?

**A:** A current library card is required, whether students are on or off campus.



You can check what you have on reserve by using our online catalog:

<http://voyager.csUMB.edu:8200>

Just click on "Course reserve materials" and select your name from the drop menu.

## Staying in Touch

**Q:** Will the library automatically return my reserve materials to me at the end of the semester?

**A:** No. The library does an annual sweep and returns items that have not checked out for two years. If you would like your materials back at a specific time, just let the Circulation Coordinator know.

**Q:** I've taken over teaching another instructor's class. I would like my students to use that instructor's reserve materials.

**What do I need to do?**

**A:** If possible, gain permission from the instructor. Then have the instructor or your DOM notify the Circulation Coordinator.

**Contact the MPC Library  
Circulation Coordinator**

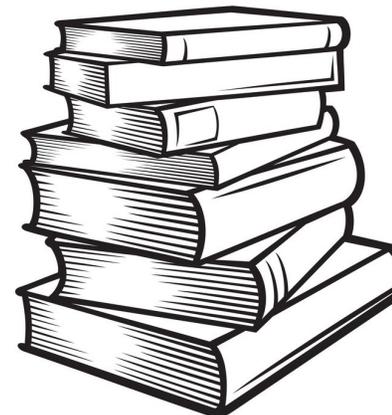
phone: 831.646.3087

e-mail: [library@mpc.edu](mailto:library@mpc.edu)

**Visit our Web site**  
[www.mpc.edu/library](http://www.mpc.edu/library)

# COURSE RESERVES

A guide for faculty and staff



Monterey Peninsula  
College Library

831.646.4095

[www.mpc.edu/library](http://www.mpc.edu/library)

# What are Course Reserves?

They are materials (e.g. textbooks, DVDs, lecture notes) made available by faculty for students to checkout and use for a limited time period. This pamphlet explains the MPC Library's course reserve policies as well as procedures for using reserve services.



## Course Reserve Basics

**Q: Does the library have a copy of every textbook used in the school?**

**A:** No. We only have textbooks that belong to you, personally, or to your department.

**Q: How do I place items on reserve?**

**A:** Just bring the materials to the library, and we will give you a form to fill out. You can also send materials to the Circulation Coordinator through campus mail. Please include the aforementioned details for each item.

**Q: What will happen to my materials?**

**A:** We will affix labels, barcodes, and other library identification to them. If you do not want this, please say something.

**Q: How long will it take for my materials to become available?**

**A:** Processing can take up to 48 hours, so we appreciate your planning accordingly.

**Q: Can I request that items from the library's collection be placed on reserve for my class?**

**A:** Yes. Send an e-mail to the current Circulation Coordinator with the titles and call numbers of the items, along with which class they are for and your desired checkout period. Library-owned materials cannot be placed on reserve indefinitely and will be returned to the stacks at the end of the term.

**Q: Can I place items on reserve at the Marina Education Center?**

**A:** Yes! You may drop your materials off directly at the MEC, or you can have us inter-office them. The materials will be available for checkout in MA 101.



## Checkout Policies

**Q: Can students from someone else's class check out my materials?**

**A:** Yes. Unfortunately, the library does not have the time nor resources to verify students' enrollment in specific sections.

**Q: Can students remove reserve items from the library after checking them out?**

**A:** Yes; students may take reserves to classrooms and other areas. If you do not want your materials to leave the library, please mark the "Library Use Only" option on the Course Reserve form.

**Q: What happens if a student doesn't return one of my items?**

**A:** The student will be charged the maximum overdue fine (\$50.00) and will be blocked from registration until all fines are paid. We will notify you that the item was not returned. Please note that the library is not responsible for lost or damaged personal copies and cannot bill students for replacement costs. The library may disclose the identity of students who fail to return reserve materials but only to the instructor who owns the material. Faculty may also make an independent attempt to collect compensation and/or set consequences for students who lose or damage their course reserve materials.