

EDUCATIONAL RESOURCE CENTER RESERVE MATERIALS REQUEST POLICY/PROCEDURE

The Educational Resource Center reserve collection is to support the CEHS instructional programs by providing an area for course reserve materials. The following is the policy/procedure for requesting materials be placed on reserve.

1. Use the Reserve Materials Request Form for your reserve request. ERC shelving for the reserve collection is limited, therefore, please place on reserve only those items which will be needed for the course.
2. Submit all requests for reserve materials at least one week prior to the beginning of the quarter.
3. A new request is to be submitted each quarter.
4. The ERC will return a copy of your request list. It will state the action the ERC has taken for each item.
5. Permanent, ERC-assigned reserved materials, ex. reference materials, designated by a red "RESERVE" sticker, may not be changed to a less-restricted status at the discretion of the instructor.
6. Anyone wishing to use materials placed in the ERC reserve collection must check out these materials following ERC procedures. This is also true if the materials belong to the person who has placed them on reserve, even if the items are being used in the ERC.
7. ERC reserve policies abide with federal copyright laws. For photocopies, the instructor must provide the ERC with written permission granted by the copyright holder. The ERC will not process any photocopies for the reserve collection unless the items are accompanied by this express, written copyright permission.
8. All materials will be removed from the ERC reserves at the end of each quarter unless the same instructor will be using the same items for the upcoming quarter. Personal copies will be returned to the instructor. ERC copies will be returned to the regular collection.