



Reserve Policy

Reserve materials may be checked out at the circulation desk with a current WJC ID. Reserve materials are for *Library Use Only, Overnight, Three Day, Seven Day, or per the instructor's directions*. The use restrictions are determined by the faculty member who placed the item on reserve.

Reserve materials not returned on time will incur a \$5.00 fine.

To place books, articles, photocopies, or an instructor's personal material on reserve a Reserve Form must be completed and submitted. When photocopies are placed on Reserve a Copyright Form must be completed and submitted with the class Reserve Form. These forms are found on the Curry Library home page under Library Forms.

Books, DVDs, CDs, or videos that faculty/staff have borrowed from other libraries cannot be used for reserve purposes.

E-Reserve

E-Reserve materials are found on the Curry Library home page under E-Reserves. You can search by instructor name, course number, or course name. The reserve is password protected; an instructor or library staff person will provide the current password.

To place articles or photocopies on E-Reserve a faculty member must submit a Reserve Form and a Copyright Form. These forms are found on the Curry Library home page under Library Forms. A clean one-sided photocopy must be provided by the instructor. A "Notice Concerning Copyright" with the title of the article typed on it will be attached to the photocopy. (A library staff person provides this form.)