

Phoenix College Library
COURSE RESERVES

Course Reserve materials are shelved behind the checkout desk and organized by course prefix.

Students can request a textbook by indicating the course prefix and number; staff then pull the item from the shelf to check out to the student's library account.

Reserve items are available for in library use only for up to two (2) hours at a time. Free self-service scanning is available to students.

- Library-owned materials can be placed on Reserve. Please indicate title and call number on this form.
- Instructors will be asked at the end of the academic year whether Reserve items should remain or be returned (to faculty, department, or general circulating collection).
- Unfortunately we cannot make available workbooks, standardized tests, test booklets, and the like. These fall in the category of "consumable" works and sharing these via Course Reserves does not qualify as fair use of copyrighted works.
- Library staff perform due diligence to protect materials loaned and given to us; however, know that your materials will likely return to you looking careworn. All lending/borrowing arrangements present the risk of damage or loss so if this worries you, please explore other options for sharing course material with your students.

Questions? Contact pc-reserve@phoenixcollege.edu or call 602-285-7473

Phoenix College Library
RESERVE REQUEST FORM

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Course Prefix/# _____ Department _____

Instructor Name _____

Instructor MEID _____ Phone _____

List each item to be placed on Reserve. Please note if more than one copy.

Title, publication details	Call number (if applicable)

Please list below any additional instructors and their MEIDs

Please email to pc-reserve@phoenixcollege.edu
or print to include when delivering with course materials