

Reserve Requests

Faculty Guide to placing Materials on Reserve

Library-owned materials or instructors' personal copies may be placed on reserve at the library. Please let your students know that you have placed items on reserve AFTER you have contacted the library and/or brought in the items in question. LASC Library has no funding to purchase textbooks for the Reserve Collection and requests that instructors secure free desk copies from publishers for the purpose.

1. Items to be placed on Reserve should be received at least 5 working days in advance of assignments to ensure that materials will be ready. This processing period is especially critical on reserve in place of, or in addition to, library-owned materials.
2. Request for placing copies of copyrighted material on reserve must conform to the Copyright Law of the United States (Title 17, United States Code). Instructors must follow the Guidelines for photocopies for reserve.
3. All photocopies will be stamped with the following notice:

The Copyright Law of the United States (Title 17, United States Code) governs the making of photocopies of other reproduction of copyrighted materials. The person using this work is responsible for determining lawful uses.

4. Reserve material may be checked out for two hours, library use only.
5. Complete the request below.

Reserve Request Form

Instructor:

E-mail:

Department:

Telephone:

Name of Class (Required):

Book/Journal Information

Author:

Book Title or Article Title:

Date of Publication:

Edition:

Journal Title (if applicable):

Number of copies to be placed on reserve:

If you have any questions about Reserves, please contact the Library at (323) 241-5235.