



## **Library Reserve Textbook Collection Policy**

The Cañada College Library reserve textbook collection is a continually updated and growing collection of textbooks available for short-term loans to students. The purpose of the collection is to provide equitable access to physical textbooks that students need for their courses. Although the Library does not have textbooks for every class, staff strive to keep the collection as up to date as possible to support student success by bridging many of the equity gap challenges that our students face.

- Library reserve textbooks are meant to be shared so it is important that they are returned on time and in good condition so that other students have a chance to use them.
- Textbooks are short-term checkout with varying loan periods to maximize student access.

### **Reserve Textbook Borrowing Rules**

- Reserve textbooks purchased with Library funds DO NOT checkout for the entire semester. This was done only as an emergency measure during the campus shutdown due to the COVID-19 pandemic.
- Holds cannot be placed on textbooks. They are a first come, first served resource.
- Textbooks cannot be renewed. Borrowers must let returned textbooks sit overnight before being allowed to borrow the same reserve title again.
- Overnight checkouts of reserve textbooks are for enrolled students ONLY
- Borrowers are allowed to use textbooks in conjunction with other library resources such as the book scanner to get copies of the readings they need.
  - Borrowers are expected to follow copyright and fair use guidelines when scanning.
  - Library staff **will not** scan chapters for borrowers.
- Reserve textbooks cannot be written or highlighted in.

- If reserve textbooks are habitually returned late and/or returned with excessive wear and tear, water damage, and/or excessive writing and highlighting, Library staff may suspend reserve textbook checkout privileges for the semester.
- Textbooks must be returned to the Cañada College Library; they cannot be returned to another campus or to the public library as doing so makes them unavailable for other students while in transit back.
  - If for some reason a borrower cannot return reserve textbooks to campus, it is their responsibility to contact library staff immediately for guidance on returning the item. Failure to contact library staff ahead of time can result in the suspension of or loss of textbook borrowing privileges.

### **Lost, Damaged, or Unreturned Reserve Textbooks**

- In cases of **Damaged, Lost, or Unreturned** reserve textbooks, please refer to the [Library Policies](#) section of our webpage, under **Fines** and **Resolving Student Fines for Unreturned Items**