These procedures are also to be followed when adding materials to existing folders during the semester.

1. Submit Reserve List.

2. The instructor should then deliver the material to the collection, either in person, or provide a contact information or any special instructions for pickup.

3. The items must be returned within the time frame set by the instructor.

4. To expedite the process of reserving materials, the library asks that faculty follow the procedure listed below.

5. In order to return materials, the instructor should fill out the Reserve form and return it to the library.

6. The Reserve form must be completed and submitted to the library no later than two hours before the library's closing time.

7. Proper procedures of handling materials should be observed.

8. Materials can be added to the collection from the instructor's list, or by placing a special request.

9. The library reserves the right to refuse materials if they are not able to be processed within the time frame set by the instructor.

10. Materials must be processed within the time frame set by the instructor.

11. The library will return materials to instructors as soon as possible.

12. Materials may be processed upon request of the instructor.
For further information of materials, contact the Reserve Department, ext. 2509.

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