Baldwin Library Reserve Policy

The Reserve Collections of Baldwin Library provide limited circulation of books and other materials to support the College’s teaching activities. Reserve services are available to current faculty who are teaching courses and who wish to provide access to and/or restrict the loan period on assigned readings in order to make them available to their classes.

Placing Materials on Reserve

A Reserve Form is required to process materials. Reserve forms are available at the Circulation Desk or you can request a copy of the form by sending an e-mail to libcirc@abac.edu. Reserves can have loan periods of 2 hours, 24 hours, or 3 days. Course reserves are removed at the end of each semester. If the material is a faculty member’s personal copy, it will be returned to them at the end of the semester. If the material belongs to the Library, the items will be returned to the collections.

Acceptable Reserve Items:

- Books:
  - Library-owned books
  - Personally-owned books

- Photocopies:
  - Articles
  - Book chapters
  - Other items
    - Sample test, quizzes, and lecture notes

- Media:
  - CDs, DVDs, VHS tapes, and CD-ROMs owned by Baldwin Library
  - Personally-owned commercially-produced CDs, DVDs, VHS tapes, and CD-ROMs in original retail packaging
  - Copy of instructor’s lecture(s), labeled with instructor’s name and date of lecture

To comply with Fair Use, Baldwin Library does not accept these materials for course reserves:

- Materials borrowed from other libraries (GIL Express or ILL)
- Downloads of electronically available materials
- Material printed from the Internet