

Faculty submit item(s) for reserve with the following information

- Faculty Name
- WWCC library card number
- Email address
- Course Number
- Course Name
- Loan Period
- Full Bibliographic Information for every item (see paper or online form)
 - (i.e. title, author, publisher, year, etc.)



Item(s) are then given to Associate Librarian to catalog, apply scalable check out bar code, loan period tags, and Faculty name badge (if needed)

- Please review Course Reserves Policy on process times
- Note-item(s) will be returned to faculty if **ALL** of the above information is not included



Item(s) are then given to Library Assistant to Link items to as a Course Reserve

- Change item's home location to RESV-WWCC
 - Cataloging, Common Tasks, Call Numbers & Items, Home Location Dropdown menu
- Complete Course Reserve Record using information provided by faculty
 - Reserves, Reserve Information, Create Reserve, Basic Information, Individual Reserve & Copies
- Use **NO DATE** bubble for expiration date on all records
- E-Mail Faculty Member that the item has been placed on Reserve in the Hay Library Course Reserves shelves
- Place item(s) on Hay Library Course Reserves Shelves above faculty's name