

TEXTBOOK PROCEDURES:

1. Textbooks are acquired from the list the bookstore has generated where there is a large student enrollment across several sections, and/or the cost of the textbook exceeds \$100.00.
2. Textbooks are also acquired through faculty donations for the most recent edition on sale in the bookstore only.
3. Textbooks are kept on reserve behind the circulation desk.
4. Textbooks will be labeled with the course abbreviation and number on the spine.
5. Patrons should ask for textbook by the course name and number to expedite retrieval.
6. Patrons must present an ID (ID card, schedule, or driver's license) in order to use material in the library.
7. The ID will be scanned and the book checked out to the borrower for a **2 hour in library use only loan**.
8. If an instructor chooses to send an outdated edition of a textbook to the library, the textbook will be put on the regular reserve shelf under that instructor's name and not with the textbook collection.