

The slide features a central white circle containing the text. The background is composed of three colored regions: a light blue area on the left, a light pink area on the right, and a dark blue area at the bottom. The white circle is positioned in the upper half of the slide, overlapping the blue and pink areas.

**COA LIBRARY
RESERVES**

RESERVES ARE TEXTBOOKS AND OTHER ASSIGNED BOOKS THAT ARE IN THE LIBRARY COLLECTION.

They are available for library use only to all enrolled students. Students can borrow reserves for two hours at a time. Some textbooks are also available as digitized reserves that can be accessed from anywhere with an internet connection for two hours at a time (no simultaneous users).



WHY ARE RESERVES IMPORTANT?

- Reserves ensure that your assigned readings are accessible to all students, regardless of the cost of the books.
- Some material (like contemporary literature and specialized textbooks) is protected by copyright law and can't be converted to OER. Reserves allow you to assign copyright-protected materials without making your class inaccessible to students who can't afford to purchase those materials.

HOW CAN I PUT MY ASSIGNED BOOKS ON RESERVE?

Please fill out this form! You will have the opportunity to upload your booklists and/or syllabi, or to manually provide information for each of your assigned books. I will use the information provided in this form to purchase reserve texts.

WHEN SHOULD I SUBMIT THIS FORM?

This form is open year-round, but the sooner you send me your required texts, the sooner the books will be available for student use. As soon as you have decided on your assigned texts, please fill out this form.

THANK YOU

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Or come say hi in the library!