

## COURSE RESERVE STANDARDS

### ARCHWAY CLUSTER

#### 1. NAME:

Using upper and lower case letters, enter the faculty person's name in the last name, (comma) first name format. If middle initial exists, it should be entered as a capital letter with only a space separating it from the first name.

If in doubt, the payroll/personnel files should act as an authority file for input of the correct name format.

After entering the name, space once, and then enter your campus code in parenthesis after the faculty person's name.

The list below gives the format used for each of the campuses in the Archway cluster.

Example:

Fox, Martha J (SLCC-FV)  
Simpson, George (EC)  
Frank, Jane (SC)  
Smith, Joe M (JC)  
Jones, Marie (SLCC-M)  
Ray, Charles R (SLCC-FP)

Enclosing the campus in parenthesis following the faculty person's name will help differentiate instructors who teach at more than one location and/or have the same name. The code will make the cluster-wide listings easier to use when searching the index.

#### 2. COURSE NUMBERS:

Enter course numbers as they appear in the campus class schedule or catalog but without punctuation. Use all upper case letters. Follow the entry with a space and then the campus code in all caps enclosed in parenthesis.

Example:

ENG101 (SC)  
FRE201 (JC)

#### 3. COURSE NAMES:

Using both upper and lower case, enter the name of the course as it appears in the campus catalog. Follow the course name with the campus code in caps.

Example:

College Composition I (EC) for ENG101  
Creative Writing (SLCC-FP) for ENG110

#### 4. RESERVES-MORE THAN ONE COURSE OR PROFESSOR

Include all courses and instructors for an item in order for OPAC searches on those fields to accurately reflect materials on reserve.

Enter only one entry (faculty name or course number) per line.

## 5. ITEMS BELONGING TO OTHER LIBRARIES

In general, we will not borrow other libraries books for reserves. Libraries who already share books are not prohibited from doing so.

## 6. DEPARTMENT RESERVES

Use this standard for items that are placed on reserve for or by a department but that do not relate to any specific course or instructor.

Enter the department name in upper and lower case letters followed by the location enclosed in parenthesis:

Example:

Nursing Department (EC)

English Department (SLCC-FP)

The course number and course name fields would not have to be used if they are not applicable. If they were used they would follow the standards outlined earlier in this document.

Approved/revised 07/18/00 pw