Textbook and Reserves – Policy, Guidelines and Procedures

The Reserve collection contains materials placed on reserve by faculty. Reserve materials are available to Camden County College students who are enrolled in the applicable classes.

Click here to see a list of textbooks and reserved materials.

Textbook Reserves Policy

- The library has established a small collection of the textbooks required for classes.
- The collection is not all inclusive, and has been assembled with complimentary copies.
- Titles can be identified in the online catalog CamCat or students can call or stop by the library.
  - You need a valid CCC Library card to use reserve materials.
  - A book on textbook reserve may be borrowed at the library service desk for use in the library.
  - The loan period is three hours.
  - Please return the textbook directly to library staff at the service desk. When you check out a textbook, you are responsible for it until it is checked back into the system.
  - There is a $4 overdue fine per hour that is charged to your account if the book is not returned within the three hour loan period.
  - Failure to return a reserve textbook will result in a fine in the amount of the list price of the book plus a processing fee OR a replacement copy of the book plus a $50 fine.

Guidelines & Procedures for Faculty

- Faculty may place complete textbooks, books, workbooks, plays, DVDs, or CDs on reserve.
- Bring course reserve materials to the library 1 week in advance of the date they are needed by students. These items must be picked up at the library at the end of each semester.
- Processing reserve materials is a priority for Camden County College Library staff, and faculty can expect that the reserve material will be accessible to their students within 2 to 3 days of its arrival at the Library.
- Contact the Camden County College Library - Blackwood at (856) 227-7200 ext. 4407.
- Camden faculty will need to follow the Reserve Guidelines for the Paul Robeson Library. Contact Paul Robeson Library Liaison for Camden County College 856-225-2849.

Please note: Pages from books or photocopied materials for course reserves will no longer be accepted by the library. Faculty members are strongly encouraged to use WebStudy to upload these materials for their students. Please contact Rosalia Denardo at extension 4208 or by email: rdenardo@camdencc.edu for more information.