Library Services

Reserves

Most reserve materials are items chosen by faculty for student use during the semester. Physical reserve items are placed on reserve at the Lending Services Desk. To borrow reserve items present your BHCC OneCard or student ID and provide the name of the instructor, course, and title of the item you wish to borrow. You can see a list of what is on reserve at http://reserves.noblenet.org/bunkerhill/browse/.

Most reserve materials are for two-hour in-Library use only. Photocopying is permitted. Reserve DVDs may be viewed in the library using headphones.

Other reserve materials available include headphone sets, dictionaries, and copies of the current college catalog, which are also provided for use in the Library only.

What May Be Placed on Reserve

- Your lecture notes, syllabi, problem solutions, old exams, etc.
- Student papers under a pseudonym or anonymously only, with consent from the student
- Any circulating BHCC library item (books, videos, etc.)
- Personal copies of commercially-produced books, DVDs, VCDs, CDs, audio recordings, CD- or DVD-ROMs, or other audiovisual material
- Single photocopies of articles, poems, a chapter of a book, or other short readings that fall under the fair use doctrine
- Print copies of articles to which the library subscribes electronically
- U.S. and Massachusetts state government publications
- Any material for which copyright permission has been granted or obtained

What May Not Be Placed on Reserve

- Non-circulating items from the BHCC library, including but not limited to items from the reference, career, legal materials, and/or archives collections
- Complete issues of periodicals, journals, magazines, or newspapers
- Photocopies of a complete book, periodical, journal, magazine, or newspaper
- Photocopies of more than five chapters from a single book
- Photocopies of a substantial portion of a copyrighted work
- Workbooks, books of exercises, or other “consumable” publications. Solutions manuals, instructor editions, and exam files will still be accepted as long as they are designed for the user to read only, not to write in or on.
- Coursepacks produced by the BHCC bookstore
- Items owned by anyone other than a) the individual teaching the course, b) the individual providing the material for reserve, c) a department or other organization within BHCC, or d) a library
- Burned, copied, dubbed, or otherwise illegal copies of copyrighted video and/or audio media
- Videocassettes (VHSs)

If you have an item not addressed in this list, please ask and we’ll determine whether it can be placed on reserve.