TEXTBOOKS FOR USE IN THE LIBRARY

Textbooks for use in the library are located in the Course Reserve Collection at the Circulation Desk across from the entrance to the library. Not all textbooks are in the library’s Course Reserve collection. Only those textbooks placed on Course Reserve by instructors and departments will be in the collection.

To use the textbooks from the library Course Reserve Collection:

- Students must have a valid EdPass to check out textbooks on Course Reserve.
- A limit of 2 textbooks can be checked out. Most textbooks can only be checked out for 2 hours at a time and must be used only on the third floor of the library.

To request a textbook from the Course Reserve Collection:

1. Give the Circulation staff the exact title of the textbook, course name and number, and the instructor’s name. (example: Literature for Composition, English 102, instructor: Moore)
2. If you don’t have exact title and course name and number, refer to your syllabus or check the Course Reserve collection in the library catalog for exact title and the course name and number.
3. For more help locating a copy of your textbook, please see the Reference staff.

To search for a textbook in the library catalog:

1. Go to the library’s website at http://www.edcc.edu/library/ and click on the Library Catalog link.
2. Click on the Course Reserve tab and search for textbooks by Instructor, Department or Course.
3. If you know the title of the textbook, you can also search the library catalog using the basic Title search feature to see if there is a copy in the library’s Circulating Collection.
4. If you do not see your course listed in the Course Reserve Collection of the library catalog, use the Textbook Look-up service to find textbooks for your class.

To check out a textbook:

- You will need a valid EdPass.
Frequently Asked Questions:

- **How soon will materials be available to students after Instructors place reserve requests?** The Reserve Specialist needs 48 hours to fully process reserve items. At the beginning of each quarter more time may be required to fully process all requests.

- **How many textbooks can I check out at one time?** Due to limited stock on hand, only 2 textbooks can be checked out for two hours at a time.

- **Can I scan or make photocopies of pages from the Course Reserve textbooks?** Yes, within copyright guidelines.

- **Why can’t I take a textbook to the fourth floor?** With very few exceptions, textbooks from the Course Reserve Collection must remain in the library and the security system requires that they are secured on the 3rd floor of the library.

- **Are there fines for overdue books or taking the textbooks to the fourth floor or out of the library?** Fines vary and please be aware that larger fines are charged for taking library use items upstairs or out of the library.

**OTHER LIBRARY RESOURCES FOR FINDING TEXTBOOKS**

For help locating a copy of your textbook at other libraries, please see the Reference staff. We can help you search other catalogs and make sure you have the exact title and edition you need. You can also check the resources listed below on your own.

**Wayfinder Multiple Libraries Catalog**
Current Edmonds CC students may check out books from other community college libraries in the area. You will need to have a valid EdPass and contact the libraries directly to borrow their books.

**Sno-Isle Libraries**
Some public libraries may have books being used as texts in classes. You will need to have a valid public library card and contact the libraries directly to borrow their books.

**OTHER CAMPUS RESOURCES FOR TEXTBOOK INFORMATION**

**College Bookstore Textbooks Look-up Service**
Find the name or cost of your textbooks using the bookstore online textbook look-up service.

**Learning Support Center** – Mukilteo Hall Rm113 and the **Diversity Student Center** – Brier hall Rm 240 also have some used textbooks available for students. Students should check with each center for further information.