



PROCEDURE

Reserve Collections

Procedure Administrator: Director of Learning Resources

Authority:

Effective Date: June 24, 1998; July 9, 1998; February 2, 2011

Index Cross-References: Policy IV-72: Borrowing Library Materials

Procedure File Number: 4136

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide for a reserve collection as a means of assuring that certain required or recommended reading items for courses will be readily available to the student.

II. PROCEDURE:

Generally speaking, it is the responsibility of the instructor to provide information regarding materials to be placed on reserve.

A. What May be Placed on Reserve

1. In general, the following types of library materials may be placed on reserve: books from the circulating collection, government documents, maps, pamphlets, photocopies of journal articles and media (including such materials in the instructor's possession). However, interlibrary loaned books and videos may not be placed on reserve.
2. Personal materials may be placed on reserve and will be given proper care. However, the library cannot assume liability for their loss or mutilation.
3. Materials put on reserve should be related to specific course work. The library may refuse to place materials in the reserve collection.

B. Placing Materials on Reserve

1. All requests to place materials on reserve must be submitted on the Reserve Request Form available at the loan desk. Listing call number with the title will expedite placing the material on reserve.

2. Materials not owned by the library must be requested through regular ordering channels marked FOR RESERVE. When these are made available to the circulation desk, the requestor will be notified and should then indicate, within seven days, what he/she wants done with them. Otherwise, they will be shelved in the collection.
3. Articles from issues of journals not owned by the library may be requested through interlibrary loan by the instructor. It is the responsibility of the instructor to then have the photocopy placed on reserve if he/she wishes to do so.
4. Photocopies of materials for reserve may be requested but addition to the reserve collection will be made at the library's discretion. All copyright laws will be observed. The instructor is responsible for obtaining copyright permission where required.
5. The library may, at its discretion, place an entire volume on reserve rather than photocopying or duplicating a portion of it.
6. All materials placed on reserve may be used by students for the amount of time specified by the instructor UP TO Seven (7) DAYS.
7. The Reserve Request Form lists the various loan periods possible for reserve materials. These are:
 - a. 2 - 4 hours in library use only (length at instructor's discretion).
 - b. 24 hours. Material may be borrowed and taken from the library at any time, but must be returned within 1 hour of the next opening time.
 - c. Three (3) days. Material may be returned anytime on the third day after it is borrowed.
 - d. Seven (7) days. Material may be returned anytime on the seventh day after it is borrowed.
8. Requests to place material on reserve or remove material from the reserve collection can be made at any time. Requests are processed as soon as possible in the order they are received.
9. Materials on reserve will be returned to the appropriate collection at the end of the term.

C. Reserve Materials Loan

1. Anything to be loaned for less than "overnight" may not be removed from the library.
2. Extensions to the designated loan period can only be made if the instructor gives his/her approval of the extension either in writing or verbally.

3. Return incentives. The best incentive for the timely return of materials is the instructor's insistence that reserve materials be returned when due. However, as an added incentive, a fee of \$.50 an hour (or fraction thereof) will be charged for all overdue reserve material. For "three and seven day" materials the fee will be one dollar for each day or part of day overdue.

D. Other Information on Reserves

1. It is the policy of the library to encourage the use of a variety of materials. Furthermore, the reserve collection exists to assure a large number of people access to a limited number of materials. Accordingly, the library normally discourages the placing of materials on reserve for independent study projects and other teaching/learning situations oriented toward an individual.
2. The library will recall items on loan needed for "reserve."
3. Unless requested to do otherwise by the instructor, all materials are removed from "reserve" the day following the last day of classes for a given term.
4. Where two or more instructors request the same title for reserve, the instructor to first make the request may specify the details concerning loan. However, the library will notify faculty who subsequently request that title. Arrangements for its use may then be determined between the instructors.
5. The library may, at its discretion, place heavily used non-circulating items on reserve to allow for more efficient access by patrons.
6. The maximum number of copies of an item that will be placed on reserve is one copy for each 15 students in a course.

Approval History:

	Date
President	2/02/11