

# About Course Reserves

## Placing items on reserve

*Each semester*, faculty may place items on reserve by filling out the [Reserve Request form](#)

It *may* take up to 5 working days to process course reserve requests.

## Reserve period

Reserve periods are normally a single semester.

If you plan to use the same items over multiple semesters, you will need to fill out the request form each semester.

## Electronic Reserves:

Students have 24/7 access to these items, accessed through [the Library Catalog](#).

Here is a [brief video](#) demonstrating access to electronic course reserves.

## Physical Reserves:

Copies of books or videos kept at the Library Circulation Desk with limited checkout periods defined by the course instructor.

## Loan Periods:

Reserve items have shorter loans periods and higher overdue fines than most library materials. Faculty members help us determine loan periods for individual reserve items. The options are:

- Books: 7 day, 3 day, 1 day, In-house use only (3 hours)
- VHS/CD/DVD: 7 day, 3 day, 1 day, In-house use only (3 hours)

## Items that may be placed on reserve:

- Books or videos that are part of the library collection\*
- Periodical articles and excerpts from books.
- Faculty member's personally owned materials\*\*
- Lecture notes
- Links to web resources.

## Items that may not be placed on reserve:

- Consumable materials such as workbooks, exercise books, standardized practice test books.
- Interlibrary loan items or materials borrowed from other libraries.
- The library will not place articles from electronic databases on physical reserve, though these can be linked to via the electronic reserve system.

\*Library-owned reference books and periodicals will not be placed on reserve

\*\*Personally owned materials will be accepted for reserve status with the understanding that items are placed at owner's risk and that items to be placed on reserve must be processed.

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