

REEVES MEMORIAL LIBRARY
Guidelines for Reserve Materials

Books, videos, cassettes, DVDs, CDs from the library collection may be placed on Reserve to keep them from circulating during the time of your students' need. Materials from the library reference and periodical collections do not circulate, so these items do not need to be put on Reserve.

Personal items placed in the Reserve Room are subject to possible theft or may become "missing." Every effort is made by the library to prevent the loss of your items. Students who report that an item has been lost will be charged by the library for the replacement cost of the item. To this end, we have asked that faculty place a VALUE on their personal items. When the student pays this replacement cost, the money will be returned to the faculty member by either the library or student accounts. Please note that this will NOT occur until the student pays.

To place an item on Reserve:

1. Fill out Reserve Tracking Slip (Reserve slips are ORANGE and may be found at the circulation desk.)
2. ALL information must be filled in on the slip. If you send a student to do this, please ensure that you give the student ALL the information needed: Instructor Name, Course Name, Course Number, Title of Item, # of Copies, Kind of Item, whether the item is owned by faculty or the library, the amount of time the item may be checked out: 2-hours (may not leave the library); Overnight (due back by closing of the following day); or 7-day. REMOVAL date is also required. Indicate the month, day, and year. Missing information will result in a delay.
3. Place the Reserve slip in the item and give it to a library staff member or student library aide.
4. Please note that the library needs 3-4 BUSINESS DAYS to process an item. Personal items require that the item be entered in our computer system and this takes a fair amount of time to process.

For instance, if you bring an item to be put on Reserve on a Friday afternoon, the item would not be ready for checkout until the following Tuesday at the EARLIEST.

If you wish to use a Reserve item in class, please ask for it at the desk, and the student aide will check out the item to you. (If you remove the item yourself, the library will think the item is missing.)

If you wish to remove an item, inform a library staff member. PLEASE do not just take the item from the library office.

Please be advised that these guidelines only refer to HARD COPY reserves. E-RESERVES have guidelines of their own.