

Joyner Library Procedure Manual

300.10.56

Title: Reserve Collection

Subject: Circulation Procedures: Reserve Collection

Date Adopted by the Library Assembly: January 15, 2015

Date Revised: December 17th, 2015

I. Purpose

The purpose of Joyner and Music Library's course reserve collection is to provide fair, timely, and central access to materials chosen by faculty members and graduate teaching assistants (hereafter referred to as instructors) to support classroom instruction.

II. Scope

Due to space and other limiting constraints, all reserve requests must be approved by the Reserves Manager. In all cases, items must meet the guidelines of U.S. Copyright law.

A. Materials that may be placed on reserve:

1. Books, journal articles, photocopies, electronic resources, media materials and three-dimensional items (maps, photographs, miscellaneous items) chosen by instructors to support classroom instruction.
2. Items specific to the Music library: Scores, materials from the School of Music's recording collection. Collections of octavos or instrumental parts may be placed on reserve in pre-arranged groups only.
3. Reproductions of portions of specific sound recordings.
4. Personal copies.
 - a. Instructors may place a personal copy on reserve.
 - b. The Library will provide reasonable protection in shelving, circulation, and retrieval of personal copies according to established procedures. However, the library cannot assume responsibility for the replacement of lost or damaged personal copies.
 - c. Personal items may be placed on reserve with the understanding that they will be processed for use (which may include application of labels, barcodes and tagging for the security system).
5. Electronic versions of any of the above.

- B. The following materials may not be placed on reserve:
 - 1. Current and bound periodical volumes
 - a. Exception: Volumes containing articles that would normally have been copied for reserve purposes, but their condition prevents copying
 - 2. Items that only circulate in-house
 - 3. Items from the textbook collection in the Teaching Resources Center
 - 4. Certain types of materials (e.g. monographs, audiovisuals) received through Interlibrary Loan
 - 5. Items from the reference collection

III. Reserve Requests

- A. Only instructors may request that an item be placed on reserve.
- B. Instructors are to use the [Reserve Request Form](#) available on the Joyner Library website to place an item on reserve. To ensure timely processing of requests, instructors are asked to provide complete and accurate information on request forms. Requests may also be placed in-person and by email as long as all needed information is provided.
- C. On the last day of classes of the academic year, the Reserve Manager will contact instructors to determine if they wish to keep their materials on reserve. If there is no response from the instructor within two weeks (excluding breaks), their reserve materials will be removed and returned to the stacks or mailed to the instructor's campus address.
- D. Seven (7) business days from the time the request has been received are allowed for processing. Reserve readings should be assigned only after adequate processing time has been allowed. Copies of materials requested through Interlibrary Loan may require additional processing time.
- E. Reserve materials are processed in the order they are received.

IV. Electronic Reserves

Electronic Reserves are predominantly scanned/linked articles, book chapters, scores, streaming audio which are available online through a course management system such as Blackboard. The electronic reserve system permits simultaneous use by multiple authorized users. Access to electronic reserve materials will be limited by password or other means to ensure that only students, faculty, and staff enrolled in the course have access to electronic materials. If the instructor provides a hard copy of printed materials to place on electronic reserve, then the acceptable format is as follows: legible, single-sided, uniform copies no larger than 8 ½ x 11 inches.

Access to electronic reserve materials will be terminated at the end of the semester. The materials may be kept in electronic format for subsequent use, provided that the archives of such material are not publicly accessible.

IV. Loans

- A. Reserve materials are circulated at the discretion of the assigning instructor. Instructors can allow their reserve materials to circulate for the following loan periods:
 - 1. 3 Hour In-Library Use Only
 - 2. 1 Day (24 Hours)
 - 3. 7 Days (168 Hours)
- B. Holds and recalls are not permitted for reserve materials.
- C. To prevent monopolization of reserve materials:
 - 1. Circulation staff may invoke a three hour wait period before allowing a borrower to check-out the same title again.
 - 2. Borrowers may be limited to having three reserves items checked out at once.
- D. Exceptions
 - 1. Instructors who have placed items on reserve may check those items out for up to two weeks. Reserve items that are not returned after such time will be removed from the reserve list and not reinstated for the remainder of the semester/session.
 - 2. If an instructor other than the one who placed an item on reserve wishes to check out a reserve item, written permission must be granted by the instructor who placed the item on reserve. This process ensures that the material is available for its primary reserve purpose.

V. Fines and Fees

- A. Reserve items have no grace period and accrue \$5.00 overdue fines per item, per loan period unit up to a maximum of \$25.00 per item (i.e. a three hour loan will be charged an hourly rate of \$5.00 and a one or seven day loan will be charged a daily rate of \$5.00). All borrowers, excluding faculty and staff, may accrue overdue fines for reserve items. Reserve items that are not returned within 7 days of the due date may be declared lost and the borrower may be charged a non-refundable replacement fee for the item.

- B. All borrowers are responsible for fees associated with lost or damaged materials as outlined in Borrower's Responsibilities section of the [General Circulation Procedure](#).