Anderson University Thrift Library

RESERVE POLICY

WHAT ARE RESERVE MATERIALS
Reserve materials are usually books which have been removed from the General or Reference Collections and placed on the instructor’s shelf behind the Circulation Desk. This allows one or more class to share the same title. Reserve materials can also be Photocopies, Personal Books, Periodicals, Maps, Newspaper Clippings, Videos, Photographs, etc. NOTE: Photocopies are subject to copyright restrictions.

HOW DOES RESERVE WORK?
Faculty provide the library with one or more copy of the material and then tell the library
1) What class it is for and
2) What circulation period they desire - usually one hour or overnight.
The library then changes the status of the item in the Library Catalog so that students looking for the material in the Library Catalog will know its new location. Then materials are placed on that Faculty’s Reserve Shelf. To get a Reserve Book, students simply go to the Circulation Desk and ask for it. They must have their university ID to check it out at the desk though, even if it is only for use in the library.

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Photocopies and loose material are placed in folders and filed under the Instructor’s Name and Course Number. These are also barcoded and must be checked out via a university ID.

WHY USE RESERVE
Reserve is used to make SURE that a limited resource is available to multiple users. For instance, if your entire class is researching the same topic, it would be prudent to place several books on that topic on Reserve. This will prevent one or two students from emptying the library of all books on that topic. There are other reasons too.
Economic - Saves on photocopying. 1-3 copies instead of 20 or more classroom handouts.
Protection - Materials that leave the library, even if they are legally checked out, stand a good chance of not being returned in time to be of use to others. Most Reserve materials are designated "DO NOT TAKE FROM LIBRARY!"
Encourages Library Use - This is a painless and non-threatening way to introduce new users to
the library. Students do not have to use the normal bibliographic tools or search for materials on the shelves.

**HOW DO STUDENTS USE RESERVE?**
Most students go to the Circulation Desk and ask for Reserve materials by their instructor's name. Unfortunately, this doesn’t always work. Usually students do not know the correct title of the material. In fact, sometimes they do not even know their instructor’s name. We suggest you provide both students and the library with a handout specifying your Reserve materials. We post our copy at the Circulation Desk for the students who don't bring their own copy. To avoid confusion we try to have exactly the same citation on the handout that is on the reserve item or folder. Keep in mind how difficult it is to help a student who asks for, "whatever Dr. Jones has on reserve", when Dr. Jones has over one hundred items on reserve, some of it on shelves, and some of it in filing cabinets. This is particularly true when the student comes to the library expecting to read a book (stored on the instructor’s shelf) only to discover the actual item is a photocopy of a chapter out of the book. (stored in the filing cabinet. After checking out reserve material, most students then carry it directly to the photocopier for copying, regardless of its length.

**WHAT DO I NEED TO DO TO PLACE MATERIALS ON RESERVE?**
You may provide extra copies of Reserve materials if you wish, but the library will be happy to make the copies themselves. Descriptive data is needed including:
Name of Teacher
Name and Number of Course
Author, Title, and Source of Material as noted in class handouts
Circulation Requirements (1 Hour? Overnight?)
A Reserve Request Reservation Tool is available on the Library’s Homepage under the Forms and Tools Box.

**HOW MANY COPIES DO I NEED?**
Two or three copies at the most.

**COPYRIGHT**
The library will refuse any reserve material that violates copyright laws. This applies primarily to photocopied (reproduced) materials. One copy of an article, chapter from a book, or poem is ok, but only for one semester. It cannot be used again, ever, without permission from the copyright holder. If multiple copies are to be made, they are limited as follows:
Prose works - Entire work if no more that 2,500 words
If longer than 2,500 words, no more than 10%.
Poetical works - No more than 250 words.
Textbooks in current use cannot be put on reserve unless the bookstore has run out of copies, and then only until they arrive.

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