

Library Reserve Guidelines

When you bring in selected material to be placed on reserve, this short list of guidelines may be of some help. Our goal is to make reserve materials available to the students as quickly as possible. Your assistance in following these guidelines will enable the processing of reserves to go smoothly for all of us.

To get your reserves processed as quickly as possible, you should do the following:

1. Choose your reserve material carefully. Every term, we process some reserve items that are never used, needlessly slowing down the process for everyone. Experience has taught us that required readings are popular reserve items but suggested readings are rarely used. The purpose of a reserve collection is to make scarce resources available to many users, not to hold materials for one person or to ensure their security. Also, please make sure we have the material, unless you intend to provide it. If it needs to be ordered, give us at least eight weeks to receive it.
2. Bring your materials to us **BEFORE** the first day of classes. Earlier than that helps even more. Processing materials for reserve takes about ten minutes per item, and it is not unusual for us to have several professors bringing their materials in each day of the first few weeks of classes. When we experience that kind of backlog, it can take several days before material is available to students. So the important thing you can do to ensure your material is available when you want it to be, is to bring it in early. We can promise anything delivered to us before August 31 for fall term and December 19 for winter term will be ready for use by the first day of the term. Throughout the term, please allow us at least two days to process materials before they are to be used. We want your reserve material to be available to your students as soon as they ask for it, and we appreciate your help in this endeavor.
3. Make sure the information you give us about the material matches the titles and authors itemized on your syllabus. Students are not always clear about what they are supposed to read, and matching the syllabus to the reserve list enables us to help them read the correct material. We would appreciate having a copy of your syllabus along with your reserve list.

Because reference books may not leave the building and are heavily used, we prefer to leave them in their usual locations instead of putting them on reserve. We can supply you with the call numbers for reference books if you would like to note them on your syllabus.

Please be aware that copyright law (Title 19, United States Code) restricts the number of duplicate photocopies we are allowed to have and still meet the criteria for fair use. Two is the recommended maximum in a college this size. We are not allowed to place copied material on reserve for more than one class or for more than one term without obtaining permission. See the enclosed copyright guide for more information. Small college libraries are being sued for copyright infringement, and not only is the college liable, the

library staff are personally liable as well. Please don't ask us to violate the law in processing your reserves.

You should also know that, despite our best security precautions, sometimes reserve items are kept too long or removed from the building. When a book or article is missing or overdue, we may ask you to talk to your class about the material. We greatly appreciate your help in getting missing and late reserve material returned to us.

The library has the same goal as you for reserve service: we want the items to be maximally available to students as quickly as possible. Thank you for helping us achieve this mutual goal.