

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.

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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