

Subject: Library Reserve Policies
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POLICY

The purpose of course reserves is to provide students access to supplementary course materials assigned by faculty. Reserve materials may include:

- Regular Reserves - the course reserves available for physical check-out; and
- Electronic Reserves - the course reserves available in electronic format via Blackboard.

Loan Periods

Loan Periods for Regular Reserves are specified by the instructor and may be limited to:

- Library Use Only -- items must be used within the library and for a period not to exceed two hours.
- One Day Loan – items may be checked out of the library at any time and returned the following day that the library is open for business.
- Two, Three, Four Day or One, Two Week Loans – items may be checked out of the library for the length of time designated.

Placing Materials on Reserve

Required course materials for limited circulation are placed on reserve upon request of the faculty member. Forms for placing material on reserve are located on the library web page.

Copyright restrictions

USCB faculty need to determine whether material requires copyright permission. Under "Fair Use" guidelines, copyrighted material can be used as Regular Reserves, without permission of the publisher, for one semester only. Permission from the publisher will be required for any subsequent uses of the material. It is the faculty member's responsibility for securing the appropriate copyright permissions for reserve materials and providing the library with a copy of the permissions. Copyrighted material may be used as Electronic Reserves without permission of the publisher as long as it is owned by the library, library staff will assist in making these resources available on reserve according to the appropriate copyright guidelines.

If the library does not own a desired book, the faculty member may request a “rush” order to be placed for acquisition. Two to six weeks may be needed for this process. Interlibrary loan materials may not be used for Reserve.

Items that may be placed on Regular Reserve

- Personal copies of books or other materials

The library will take all normal precautions for the safety of personal items but cannot be responsible for abuse or loss of materials by students.

Items that may not be placed on Regular Reserve

- Copies that do not meet “Fair Use” guidelines
- Interlibrary loan books
- Rental materials
- Reference books (except with the Library Director’s approval)
- Bound or current periodicals (except with the Library Director’s approval)

Removing Reserve Items

All materials will be removed from Reserve at the end of each semester. Renewal for the following semester must be requested prior to the end of the course. Library material not renewed will be returned to the stacks. Items owned by faculty will be returned to the faculty member.

Overdue Charges

The overdue charge for “in-library use only” reserve items is 25 cents per minute; for “overnight” or longer, the charge is 25 cents per day. There is no grace period for Reserves.