

RESERVE COLLECTION

WHAT IS THE RESERVE COLLECTION?

The purpose of the Reserve Collection is to provide access to materials that are in high demand. Many instructors place copies of books and other items from their reading lists in the reserve collection to ensure that each student in a class has an opportunity to complete assigned readings.

WHAT TYPES OF MATERIALS ARE ON RESERVE?

In addition to the collection of books, periodical articles, and other items placed on reserve each semester by instructors, the Reserve Collection also houses all CD-ROM titles, the *Opposing Viewpoints*, *Current Controversies*, & *At Issues* series, selected popular magazines, the Missing Pages File, computer software and manuals and certain reference items in high demand.

WHERE IS THE RESERVE COLLECTION?

The Reserve Collection is located behind the Circulation Desk.

ALL REQUESTS FOR RESERVE ITEMS SHOULD BE MADE AT THE CIRCULATION DESK.

HOW WILL I KNOW IF AN ITEM IS ON RESERVE?

*Reserved items in the online catalog are designated by a locator symbol of RES before the call number.

*Most instructors will notify the class that an item is on reserve.

HOW DO I CHECK OUT RESERVE ITEMS?

You must present a valid identification card each time you borrow items from the Reserve Collection. You are responsible for materials charged to your name and barcode number and for any fines accrued on materials. Do not lend your student identification card to others.

HOW LONG CAN I CHECK-OUT RESERVE MATERIALS?

Reserve materials circulate for varying lengths of time. The time limits imposed are generally determined by the instructor and are based on the size of the class and the purposes for which the items are to be used. The following time limits are commonly applied:

LIBRARY USE ONLY

The item may be used only in the library. No time limit is applied except that the material must be returned before the library closes for the day.

LIBRARY USE ONLY (TWO-HOUR LIMIT)

The item may be used only in the library for a two-hour period. The time the item is due back at the Circulation Desk will be recorded on the date due slip.

1 DAY - The item may be borrowed at any time but must be returned to the Circulation Desk the following day.

2 DAYS - The item may be borrowed at any time but must be returned to the Circulation Desk the second day.

5 DAYS - The item may be borrowed at any time but must be returned to the Circulation Desk the fifth day.

Please note that the circulation period for each reserve item is noted on its Date Due Slip. Always be sure to check the circulation period and date/time due when you borrow a reserve item. A reserve item may be renewed if another item is on the shelf or after it has been returned for two hours. Exceptions may be requested of the Library Director. Reserve items may not be placed on HOLD.

OVERDUE FINES

Fines for overdue reserve items accumulate at the rate of \$.25 per hour and/or \$1.00 per day. Fines begin during the first hour an item is overdue and/or the day the item is not returned and continue until the item is returned to the Circulation Desk.

RETURNING RESERVE MATERIALS

Reserve items should be returned **ONLY** to the Circulation Desk. Failure to return an item directly to the Circulation Desk can result in overdue fines if the item does not reach the desk by the time it is due.