

Placing material on reserve

1. If you wish to place materials on reserve, please bring them to the Circulation Desk at least 3 days before you assign them to your students and at least 10 days before the first day of the final examinations.
2. For every item to be placed on reserve, a form must be properly filled out (please see attached sample). When filling out this form, please observe the following:
 - a. Write the name of the author and the title of the photocopied material to be placed on reserve, the way you wish your student to retrieve it.
 - b. If the item is not needed for the whole term, specify the date by which it may be removed.
3. For photocopies from books or journals, the library needs:
 - a. One copy for use in the Library (Not to Leave the Library)
 - b. One copy, for use outside the library. This copy is needed only if heavy use is expected (1 day or 3 days)
 - c. One copy to be sent to the Xerox Room (for items placed on Reserve at the John S. Bailey Library)
4. Due to copyright restrictions:
 - a. The library must place on reserve the whole book instead of photocopies of a chapter
 - b. If an article is available in one of the online databases instructors should give students the citations or link to articles from Blackboard.
 - c. A stamp stating that the item is copyright protected will be placed on all photocopied articles.
5. Greek materials need to be cleared through department heads and/or VP Thomas.
6. At the end of each term, you will receive a list with all items currently on reserve under your name. Please indicate whether items should be kept on reserve during the following term, otherwise, your materials will be removed from reserve.
7. You will be reminded to collect your withdrawn reserve items by a certain date. All photocopied materials not claimed by that date, will be discarded.