

RESERVE MATERIALS

The Reserve Collection is housed at the Circulation Desk and is administered by the Circulation Department Supervisor, Deanna Wilde and the Evening Supervisor, Jacque Gibson. Its purpose is to provide access to personal copies and library materials in **heavy** demand for specific courses. Items may be placed on 2-Hour (for use in the Library only), 4-Hour, 24-Hour, 48-Hour, 4 Day or 7 Day reserve.

To facilitate processing your requests, we ask that you do the following:

1. Complete a Materials Reserve List form for each course, clearly indicating the course name & number. There is one on the reverse side that you may photocopy and use as needed or additional forms are available at the Circulation Desk.
2. Collect the items to be placed on Reserve and bring them to the Circulation Department Supervisor.
3. If photocopies are to be placed on Reserve, please supply the copies indicating bibliographic information as you have it listed on your Reading List. This enables students and staff to secure the correct item.
4. Instructors are responsible for ensuring that copyright laws have been observed. We will be happy to provide assistance in securing appropriate permission if it is needed.
5. Please do not refer students to the Reserve section until we have had the items for at least two working days. We need this much lead time to process the materials.
6. Be sure to indicate how long the items are to be on Reserve. Please pick up your personal copies at the end of the designated time period.

Normally we do not place complete library-owned issues of journals on reserve; doing so removes them from access to others who are not in your class.

NOTE: Another option for articles in databases to which Riley Library has license would be to create links to the articles within your Blackboard courses. Consult your liaison librarian for more information or assistance.

