Policy Number	112.000
Policy Title	LIBRARY COURSE RESERVE POLICY
Responsible Officers	Library Director
Responsible Offices	Library
Summary	The Library shall provide opportunity for faculty to place selected items on reserve in order for students to have fair and easy access to limited research and class materials.
Definitions	Course Reserves – books and other materials that professors put on reserve in the library for their students
	Reading Reserves – materials checked out through the Library Service Desk
	Research Resource Reserves – materials available in a special section of the library that can be accessed by students at any time
	E-Reserves – a collection of digital documents made accessible to the students of a course
	E-book – full text of a book accessible online or in a digital format
	Library database – collections of scholarly material in a digital format accessible only to University students, faculty, and staff
	Open Web – websites that do not require a University login to access
	Copyright compliance – permission has been granted for the material to be used for educational purposes
Approving Body	Academic Council; Administrative Council
Approval Date	April 3, 2017; April 10, 2017
Last Revision	
Re-evaluation Date	Fall 2022
Departmental Impact	Library, Faculty, Students

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Research Resource Reserves items are shelved in their respective section and are available to the students without a specific time limit. Reading Reserves and Research Resource Reserves may not leave the library.

Rationale

This policy was created so professors could have selected items held in specific areas of the library to ensure that the materials required for their courses are available to their students in a fair and easily accessible manner. Following this policy ensures compliance with copyright laws.

Policy Procedures

Faculty:

Three weeks prior to the start of each semester, faculty will provide library staff with a list of desired reserve content for their courses.

Library staff:

Upon receiving a request for E-Reserves from faculty, the library staff will check on both the availability as well as the copyright permission of each item. If copyright permission for the item has been verified, it will be placed in the course E-Reserve page.

A link and password for the E-Reserve page will be placed in the course site. For courses using the same E-Reserve material multiple semesters, library staff will change the password each time.

Reading Reserve and Research Resource Reserve items will be entered accordingly in the library system and corresponding labels will be attached to each item. The materials will be placed in the appropriate reserve section (Reading Reserves or Research Resource) and made available to the students. The items will be taken off Reserve at the end of the semester.

Students:

A student accesses the student