

Course Reserves (Print Materials)

It is the purpose of a reserve collection to make instructional materials equally available to all members of a class or other designated group when use of these materials has been assigned by an instructor or other responsible person. Course reserve materials are for on-campus class use and will not be sent out through Interlibrary Loan to off-campus students.

Faculty wishing to place materials on reserve for class use should notify the Circulation Supervisor at least 24 hours in advance. If adequate notification is not given some delay should be anticipated. Course Reserve request forms are available at the library Circulation Desk or at the link below and must accompany materials to be placed on reserve. The form must be completed by the faculty member for each class. Faculty members are advised to place materials on reserve before announcing to the class it is already in the library and ready for check-out.

Following the guidelines below will expedite service for faculty and quicker access for students:

- Items should be given to the Circulation Supervisor no later than one to three business days prior to the date that classes begin. After classes begin, any items to be placed on reserve could take at least two business days to process.
- If items are owned by the library and are being placed on reserve, they must be pulled from the shelves by the instructor and delivered to the Circulation Supervisor at the Circulation Desk.
- Personal items placed on reserve will be removed and sent back through campus mail to the faculty member's office at the end of each quarter, unless prior arrangements have been made with the library.
- Interlibrary Loan or Summit borrowed materials cannot be placed on Course Reserve.

[Course Reserve Request Form](#)