

**OFFICE:** Benedictine Library  
Access Services

**CREATED BY:** Gretel Stock-Kupperman

**DATE:** 3/04; **UPDATED:** 2/10 revised 6/19

**CATEGORY:** Policy

**SUBJECT:** Reserve Policy

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### **Placing Items on Reserve**

Faculty or administrators may request that the Benedictine University Library place on reserve single or multiple copies of print materials; providing all reserve and copyright guidelines have been met. Requests should be delivered to the library at least two full business day before the items are expected to be available (i.e. Monday by noon will be available by Wednesday noon; Friday at 4:00 will be available by 4:00pm on Tuesday). Processing time at the beginning of the semester may be longer due to the volume of requests.

A Course Reserve Request Form must be provided for each item to be placed on reserve regardless of whether the item has been previously placed on reserve. This form is available in the library or on the library website. To ensure speedy processing, please provide a complete citation for each item. Incomplete citations will be returned.

**All items are placed for the current term only.** Items can be placed on reserve for the following time increments: 2-hour reserve/Library Use Only, one day, three day, or one week checkout.

Students are fined for overdue reserve items. Fines accrue at the rate of \$1 per hour.

### **Books and AV materials**

- If the item is currently checked out to a patron, allow for at least two weeks for the item to be recalled and processed for reserve.
- If a book is a personal copy, it should have the owner's name on the inside cover. Personal copies are placed on reserve at the owner's risk. If the library owns a copy, that copy will be placed on reserve and the personal copy returned to the owner.

### **Copies, Articles, Exams, and Homework Solutions**

- All non-book items to be placed on reserve should be accompanied by written instructions including the instructor's name, the course number, and type of reserve requested. A Course Reserve Request form with complete bibliographic citation must accompany each item.
- Non-book materials may require copyright permission – it can take up to three months to obtain permissions. **Materials that require copyright permission will not be accepted without a copy of the official copyright permission from the copyright holder.** Contact the Bookstore Manager for assistance in obtaining permission.
- Government Documents, exams, homework solutions, and class notes do not require copyright permission.
- The same copyright fair use and permissible copying guidelines that apply to classroom use also apply to items placed on reserve (see Benedictine Library Copyright Policy).

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Jack Fritts – Director of Library Services

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_