

SUBJECT: Access Services – Closed Reserves

MANUAL: Health Sciences Library Policy & Procedure

POLICY: Closed Reserves

RESPONSIBLE PERSONS: Library Staff & College of Nursing Faculty

POLICY

1. Materials referred to as "Closed Reserves" are chosen specifically by instructors for the convenience of the students. They are placed on "reserve" for library use only for a limited time period to ensure accessibility to all students.
2. Students are required to provide one valid form of identification such as a student ID badge or a valid driver's license to access the reserved materials.
3. All course reserve materials in paper format must be used in the library, but can be photocopied at copy machines located in the library.
4. Faculty members are required to provide the HSL with the latest edition of major textbooks used in undergraduate courses for closed reserve.
5. Faculty are encouraged to provide other course materials on closed reserve and should follow these general policies:
 - a. Forward reserved materials no later than one week prior to the start of semester.
 - b. Materials will be accepted in any format.
 - c. Include a list of materials and posting requirements.
 - d. Materials must be legible, complete, and organized.
 - e. Copyright guidelines recommend scanned electronic reserves **not** be posted consecutively (e.g. not consecutive semesters).
6. Materials that will be accessed electronically will be posted on the College of Nursing's WebCT.

DEVELOPED BY: Library Staff

REVISED BY: Library Staff

REVIEWED BY: Stevo Roksandic, Director

APPROVAL FOR IMPLEMENTATION BY:

DATE: 8/7/07

DATE: 11/03

7/16/07

7/16/07

Ann E. Schiele