Library Reserve Materials

Policy

The library offers a reserve book policy for materials that demand or circulation that is possible with the regular two week loan period. The professor must indicate the length of the loan period.

1. Lists of materials for reserve should come from the faculty member to the Circulation Supervisor on letter size paper. In an emergency the professor may phone or bring books directly to the circulation desk.
   
a) Students requesting that materials be placed on reserve for a professor MUST have written authorization from that professor!

2. Books from any other library should not be put on reserved without first contacting the library that owns the materials.

3. Reserve lists should be given to the Circulation Supervisor PRIOR to handing out a reading list to students.