



PHYSICAL MATERIALS COURSE RESERVE GENERAL INFORMATION, POLICIES AND PROCEDURE FOR FACULTY

GENERAL INFORMATION

A Library Course Reserve Form should be submitted at least one week prior to the time an assignment is announced to the students. The period of time required for processing a reserve list varies according to the volume of reserve requests, availability of materials, and delays in retrieving books on loan. Please keep in mind that processing delays increase during the beginning of each semester when incoming volume is high. Lists will be processed in the order in which they are received.

Please do not request more than 20 items for a course without consulting the reserve staff prior to submission of the list. Lists should be limited to required readings. Suggested or recommended reading lists and/or resource materials are used infrequently. Students benefit more from direct loan of suggested readings from the general collection for the regular 4-week loan period.

POLICIES

What materials can be placed on reserve?

- Books, DVDs, and videos from the library collection (all physical materials will be available at the 1st floor Checkout desk)
- Personally owned books, DVDs, and videos (DVDs and videos must be original, duplications will not be allowed)
- Instructor-prepared items such as: sample exams or quizzes, lecture notes, and homework assignments

What materials cannot be placed on reserve?

- Interlibrary loan materials
- Reference books
- Bound journals or single issues of periodicals
- Course packs



Physical Materials:

- are processed during weekdays only. Staff is not available for processing nights or weekends.
- from the Sherrod Library collections are identified by Library of Congress call numbers.
- owned by a faculty member and placed on reserve are identified alphabetically by faculty surname. When personal copies of titles on reserve are lost by users, the library is not liable for the loss; however, the library reserve staff will contact the faculty member concerning fines and/or replacement charges which are consistent with library fine policies. Faculty members, including those who placed the material on reserve, are subject to the same reserve loan periods as students.
- will be removed from the reserve collection as soon as possible after the end date specified by the faculty member on the Library Course Reserve Form. Personal materials will need to be picked up by the faculty member. Materials are not automatically kept on active reserve status. All reserve materials are reviewed periodically by the reserve staff and materials not used frequently or recently will be removed.

What are sources of Physical Materials?

- Sherrod library's own resources.
- Course materials provided by faculty (personal course material).

What is Library Loan Policies for students?

The following policies apply to the use of reserve materials borrowed from the Sherrod Library's main Checkout/Reserve desk:

2-Hour Loans (in-library use only):

- Items circulate for two hours only.
- Items may not be taken out of the library.
- Overdue fines accrue at the rate of \$.50 per hour, including overnight hours or other hours when the library is closed.

1-Day Loans:

- Items are due before library closing time one day after they are charged.
- Items may be taken out of the library.
- Overdue fines accrue at the rate of \$1.00 per day.

3-Day Loans:

- Items are due before library closing time three days after they are charged.
- Items may be taken out of the library.



- Overdue fines accrue at the rate of \$1.00 per day.

Returns:

The borrower is responsible for returning reserve materials to the Checkout/Reserve desk within the time frame of the loan.

PROCEDURE

How to request for physical materials course reserve?

To make request for physical materials course reserve, please download Library physical materials course reserve form and submit at the library Circulation & Course Reserve, 1st Floor or you can send it by email only if it is library own material at ereserve@etsu.edu.

If you are providing your personal course material please submit it with Library physical materials course reserve form.

How do I get back my personal course material?

You can collect your material from Circulation & Course Reserve, 1st Floor. You will be informed about your personal course material, when it is ready to pick up.

Course Reserve Contact Information

Comments? or Questions?

Contact Reserve staff at

Phone: 423-439-5748

e-mail: ereserve@etsu.edu.