

COURSE RESERVE PROCEDURES

The Egan Library Reserve Service allows materials to be held for restricted check-out. This insures equitable access to required reading materials.

Follow these steps to put material on Reserve:

1. Evaluate copyright status of materials and follow “fair use” rules of thumb. For excerpts from texts or journal articles please write on the copied material the citation of the journal or text. Please obtain copyright permissions for materials that will be used for more than one semester or ask the library to purchase a copy of the item.
2. Complete a Reserve Request form for *each class* and return it to the Circulation Desk with materials/ books to be processed. (Extra forms are available at the Circulation Desk.) Be sure to designate the check out period; e.g. “in library use only,” “open,” or “overnight” reserve. Items will be checked out only for the time period designated by the instructor. The time period will not be changed at a student’s request. If special circumstances arise, please contact Circulation. Should the designated time period be incompatible with the demand the Circulation Supervisor will notify you.
3. Provide file folders or binders for photocopies or loose leaf papers.
4. *Allow for processing time by bringing in your Reserve materials a few days prior to informing students that they are on Reserve.*

Additional Information:

1. Items are placed on Reserve in the order the library receives them.
2. A barcode, call number, and copyright sticker will be placed on instructor owned items; if this poses a problem, let us know prior to processing.
3. Items owned by the Juneau Public Libraries *may not* be placed on Reserve.
4. Videos/DVDs from movie rental stores (Blockbuster, etc.) *may not* be placed on Reserve.

Access:

The reserve collection is located at the circulation Desk. Reserve Lists are accessed via the on-line catalog by choosing University Reserve Catalog from the main menu, or from the paper index located at the Circulation Desk. A maximum of three (3) Reserve items may be checked out at one time. Renewals are allowed only under special circumstances.

We do charge fines for overdue materials, and patron with overdue Reserve items will be blocked from further check-out of any library materials until the overdue Reserve items have been returned and the fine has been paid.

If you have any questions, please contact the Circulation Desk @ 907-796-6300.