Policy Number	112.000
Policy Title	LIBRARY COURSE RESERVE POLICY
Responsible Officers	Library Director
Responsible Offices	Library
Summary	The Library shall provide opportunity for faculty to place selected items on reserve in order for students to have fair and easy access to limited research and class materials.
Definitions	Course Reserves – books and other materials that professors put on reserve in the library for their students Reading Reserves – materials checked out through the Library Service Desk Research Resource Reserves – materials available in a special section of the library that can be accessed by students at any time E-Reserves – a collection of digital documents made accessible to the students of a course E-book – full text of a book accessible online or in a digital format Library database – collections of scholarly material in a digital format accessible only to University students, faculty, and staff Open Web – websites that do not require a University login to access Copyright compliance – permission has been granted for the material to be used for educational purposes
Approving Body	Academic Council; Administrative Council
Approval Date	April 3, 2017; April 10, 2017
Last Revision	
Re-evaluation Date	Fall 2022
Departmental Impact	Library, Faculty, Students

Failure to follow the following policy may result in disciplinary action, including termination of employment.

Policy Statement

The Library Course Reserve Policy is an ongoing library policy whereby professors put books and other materials on reserve in the library thus ensuring fair and efficient access to students. Reserves are selected by faculty and prepared by library staff. There are three types of Reserves: E-Reserves, Reading Reserves, and Research Resource Reserves.

E-Reserves provide course readings in a manner accessible to both online and residential students. E-Reserves consist of either digital articles, E-books, and chapters of books that can be downloaded and read online or links to digital articles, E-books, and chapters of books accessible through the library databases or the open web. If an item is available through the library databases, a link to the item will be used rather than the document itself, in order to provide students with greater familiarity of library resources.

E-Reserve items must be checked for copyright compliance before being placed in the course E-Reserves. E-Reserves are password protected to ensure only students enrolled in the course have access to the E-Reserve material.

Reading Reserves are physical items that may be checked out through the Library Service Desk for 2 hours or less.

Research Resource Reserves items are shelved in their respective section and are available to the students without a specific time limit. Reading Reserves and Research Resource Reserves may not leave the library.

Rationale

This policy was created so professors could have selected items held in specific areas of the library to ensure that the materials required for their courses are available to their students in a fair and easily accessible manner. Following this policy ensures compliance with copyright laws.

Policy Procedures

Faculty:

Three weeks prior to the start of each semester, faculty will provide library staff with a list of desired reserve content for their courses.

Library staff:

Upon receiving a request for E-Reserves from faculty, the library staff will check on both the availability as well as the copyright permission of each item. If copyright permission for the item has been verified, it will be placed in the course E-Reserve page.

A link and password for the E-Reserve page will be placed in the course site. For courses using the same E-Reserve material multiple semesters, library staff will change the password each time.

Reading Reserve and Research Resource Reserve items will be entered accordingly in the library system and corresponding labels will be attached to each item. The materials will be placed in the appropriate reserve section (Reading Reserves or Research Resource) and made available to the students. The items will be taken off Reserve at the end of the semester.

Students:

A student accesses the E-Reserves for a course through the link and password provided through the course site. A student accesses Reading Reserves and Research Resource Reserves from their locations in the library.

Hyperlinks
www.ciu.edu/policy