

Course Reserve Materials

Instructors may place items from the LRC collections and/or their personal collections on reserve for use by students. Items should remain on reserve for at least one semester, with renewals available for subsequent semesters. Space limitations at each LRC determine the extent of the reserve collection.

Procedures for placing items on reserve in the LRC are:

- Instructors need to contact the LRC Coordinator and identify the items they want placed on reserve, the starting and ending dates of the reserve period, and the eligible borrowers.
- The standard circulation period for reserved materials is two (2) hours in the library, with a two (2) hour renewal. Exceptions occur only if the instructor makes explicit circulation directions for other locations (labs, other rooms on campus, or take-home) and varying circulation periods (all day, over night, two days, etc.).
- The LRC Coordinator will send a notice to instructors at the end of each semester reminding them to either withdraw their reserve materials, or renew them for another semester. The LRC Coordinator will withdraw and return personal materials that have not used by students for two semesters.
- LRC form: **Course Reserves Request**