

COURSE RESERVE POLICIES

Instructors place materials on Course Reserve so that all students in a class have equal access.

For Students:

- You are responsible for all items checked out on your library card.
- You must have a valid Blastercard with you to check out Reserves.
- Reserves check out for a limited time period specified by the instructor.
- Most Reserves are for “in library use” only.
- Check out time is shortened before tests and finals.
- Fines are \$3.00/hour or \$0.75 for every 15 minutes the item is overdue, to maximum of \$10.00.

For Faculty:

- When placing material on Course Reserve please observe the copyright rules.

The copyright law (Title 17, United States Code) sets strict limits on making copies of copyrighted works. Arthur Lakes Library observes the limits set on copying of materials to be placed on course reserve.

- Requests for Course Reserves can be made at any time during the semester.
- To have Course Reserves available at the beginning of the semester make your request at least 1 week prior to semester start date.
- Material can be left on Course Reserves for multiple semesters.
- Interlibrary loans, Prospector loans, Reference books, Journals, and rental videos cannot be placed on Reserve.