



## PROCEDURE

### Reserve Sections

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: June 24, 1998; July 9, 1998; February 2, 2011; November 2, 2022

Index Cross-References:

Procedure File Number: 4136

Approved By: Dr. Harvey Kesselman, President

### I. PROCEDURE:

It is the responsibility of the instructor to provide information to the Library regarding materials to be placed on reserve.

#### A. What May be Placed on Reserve

1. The following types of library materials may be placed in the reserve section: books from the circulating section, government documents, maps, pamphlets, photocopies of journal articles and media (including materials in the instructor's possession). Interlibrary loaned books and media may not be placed in the reserve section.
2. Personal materials may be placed in the reserve section and will be maintained by the Library as other University materials. However, the Library does not assume liability for the loss or damage of personal materials placed in the reserve section.
3. Materials placed in the reserve section should be related to specific course work. The Library may refuse to place materials in the reserve section that may violate copyright law. The instructor is responsible for obtaining copyright permission where required.

#### B. Placing Materials on Reserve

1. All requests to place materials in the reserve section must be submitted on the Reserve Request Form available from the Library's homepage or at the circulation desk. Materials not owned by the Library must be requested through regular ordering channels marked FOR RESERVE. When these materials are made available to the circulation desk, the requestor will be notified. Articles from issues of journals not owned by the Library may be requested through interlibrary loan by the instructor. Upon receipt by the Library, it is the responsibility of the instructor to then have the articles placed in the reserve section.

2. The Library may, at its discretion, place an entire volume in the reserve section rather than photocopying or duplicating a portion of it.
3. All materials placed in the reserve section may be used by students for the amount of time specified by the instructor, up to ten days or up to five days for media items.
4. Requests to place material in the reserve section or remove material from the reserve section can be made by the instructor at any time. Requests are processed as soon as possible in the order they are received.
5. Materials in the reserve section will be returned to the Library section or instructor at the end of the academic term.

C. Reserve Materials Loan

1. Anything to be loaned for less than overnight may not be removed from the Library.
2. Extensions to the designated loan period can only be made if the instructor gives their approval of the extension either in writing or in person.
3. The best mechanism for the timely return of materials is the instructor's insistence that reserve materials be returned when due. However, as an added protocol, a fee of \$0.50 per hour (or fraction thereof) will be charged for all overdue reserve material. For materials that check out overnight, the fee will be \$1.00 for each day or portion of a day the material is overdue.

D. Other Information on Reserves

1. Reserve materials are typically intended for multiple users. On a case-by-case basis, the Library will place materials in the reserve section for independent study projects and other teaching/learning situations oriented toward an individual.
2. The maximum number of copies of an item normally placed in the reserve section is one copy for each 15 students in a course.
3. The Library will recall regularly circulating items on loan needed for reserve.
4. All materials are removed from reserve the week following the last day of the academic term unless requested to do otherwise by the instructor.
5. When two or more instructors request the same title for reserve, the instructor to first make the request may specify the details concerning loan of the reserved material. However, the Library will notify instructors who subsequently request the same title. Arrangements for its use may then be determined between the instructors.
6. The Library may, at its discretion, place heavily-used non-

circulating items in the reserve section to allow for more efficient access by patrons.

Review History:

	Date
Procedure Administrator	08/17/2022
Faculty Senate	04/15/2022
Deans	08/15/2022
AA Leadership	07/15/2022
Divisional Executive	08/19/2022
General Counsel	10/14/2022
Cabinet	11/02/2022
President	11/02/2022