Stitt Library Print Reserves Policy

Faculty should submit their course reserves lists to the Public Services Librarian by e-mail one month before they are needed. Contact the Public Services Librarian if additional reserves material is needed during the semester. If the library doesn’t own a copy of a requested reserve book, we will order one for the collection. In cases where we are not able to get the copy fast enough, we can put a faculty-member’s personal copy on reserve until the library copy arrives.

Materials that can be put on reserve:
- Circulating books
- Audio / Visual material (CDs, DVDs, etc.)
- Material borrowed from the Seminary of the Southwest (through our reciprocal agreement)
- Photocopied articles from journals or chapters from books (no more than one copy for every 10 students in the class)*

Materials that can not be put on reserve:
- Non-circulating materials
- Materials borrowed through inter-library loan
- Reference materials

Faculty can specify the length of time an item can be checked out by students (three hours, one day, one week, etc.). Non-student can not check out reserves. Faculty can check out reserves for a longer period than students.

Fines: Fifty cents per hour per item for students. Fines accrue up to $20 per item.

Reserve request files are kept by the public services librarian for five years.

* Unless there is a licensing agreement to use the material, print reserves are limited to one chapter per book or one article per journal issue. Copies of articles from publications that the library does not own can not be placed on reserve by the same professor for the same course for more than one semester.