

How to Place Materials on Reserve?

FOR ITEMS OWNED BY THE LIBRARY:

Faculty may ask the library to put library's circulating materials on reserve for the current semester only.

FOR PERSONAL ITEMS OWNED BY FACULTY:

1. The library will not accept faculty personal materials for reserve if the library holds the items in its collection. The library will accept personal copies in addition to the library copy if more than one copy is needed based on an expected number of users (see below).
2. If personal items have been on reserve before, written permission from the copyright holders is required. In order to obtain permission from the copyright holders, please contact the publishers directly.
3. Promotional materials such as desk or review copies must have publisher permission.
4. Publisher statement must state the duration of permission.
5. The library does not take responsibility for damage to or loss of faculty personal items.
6. At the end of the semester items are removed from reserve and will be available for retrieval. If personal materials are not picked up within a month, they will be sent to the faculty member's CPO.

GENERAL CONSIDERATIONS:

1. Faculty must bring personal and library items they wish to have placed on reserve to the Circulation Desk at least two (2) working days before the items will be requested by students. A Reserve Form must be completed and signed, detailing the items and their loan periods. Faculty must also sign a copyright compliance form.
2. The library does not accept more than 30 items (print & AV) for each course.
3. Number of copies on reserve: the library will put additional copies of an item on reserve if the number of students enrolled in a course exceeds 25. For each extra 25 students, the library may add an additional copy if available.
4. Items may be on reserve for two (2) hours, two (2) days, or one (1) week. Items on 2-hour reserve must be used in the library. Only faculty and students with a valid ID may borrow these items.
5. Electronic Reserves: While UIW Library does not currently offer electronic reserves, faculty are encouraged to consult the online teaching section of the UIW Library Guide on Copyright for instructions of how to use electronic resources in teaching.

Please note that the library does not purchase textbooks for its collection. Textbooks by their nature are consumable materials.

Contact Kathy Mulligan, Evening Circulation Supervisor and Reserves Collection Manager at 210-805-5896 or email mulligan@uiwtx.edu for details.