

Mantor Library Course Reserves Policy

1. The primary purpose of the reserve system is to make limited supplies of course materials available to students in a timely and equitable manner.
2. Reserve material must be accompanied by the following:
 - A completed course submission form (one time per course per semester)
 - Completed item list(s) (whenever additions are made)
 - Course syllabus (once per semester)
3. To allow time for processing, please bring reserve materials to *a staff member* at the Access Services Desk at least one week before items are to be assigned. We prefer that faculty members (or their student assistants) retrieve library materials that are to be placed on reserve; *if you prefer to have library staff retrieve library materials for your course reserves, please allow two weeks for processing.*
4. All titles will be removed from reserve at the end of the semester unless you notify us that you will be offering the same course the following semester. Library staff will notify you when items have been removed from reserve at the end of the semester. Please pick materials up promptly. **All photocopied material will be removed at the end of each semester unless appropriate permissions have been obtained from the copyright holder.**
5. Videotapes of broadcast programs (programs transmitted by television stations that are free to the public, i.e. the networks and public television, NOT cable programs) may be placed on reserve once, for no more than 45 days. (This applies only to tapes made by individuals of the original broadcast. Purchased versions of broadcast programs can, in most cases, be treated like books or other videos.)
6. The following items **may not** be placed on reserve:
 - Materials owned by libraries other than Mantor Library
 - Mantor Library-owned journals
 - Mantor Library-owned reference materials
 - Unauthorized copies of commercially-produced videotapes, CDs, or other media
7. The library reserves the right to limit the number of items as well as the number of copies of any one item that may be placed on reserve. Class size as well as space considerations and copyright compliance will be considered in making this determination.
8. If you wish to permanently remove items from your reserve list prior to the end of the semester, please call the Access Services Desk a day or so ahead of time so we can remove the item(s) from our computerized lists.
9. Work by any identifiable student, past or present, must be accompanied by a signed and dated consent form, specifically granting permission for the material to be placed on course reserve.