

Course Reserve Policy

What is course reserve?

The main purpose of the Course Reserve section is to ensure equal access to high demand materials by limiting the loan period for those items. It also collects in one place all of those items a professor wishes his or her students to have access to throughout a particular course.

Who may place items on course reserve?

Ave Maria University faculty may place items on Course Reserve for any of the courses they are teaching. It is up to faculty members to inform library staff of items they want placed on Course Reserve before the beginning of each semester. Course Reserve items are removed at the end of the semester. Professors who have placed personal items on Course Reserve will be notified by email when their items are ready to be picked up.

What types of items may be placed on course reserve?

Library books, DVDs, videos, CDs, and photocopied articles, chapters, or essays may be placed on course reserve. Faculty may also place their own personal items on course reserve. Items from the Reference Collection will not be placed on reserve.

What are the lending periods for course reserve?

Items may be placed on course reserve for lending periods of 2 hours, 4 hours, 24 hours, 48 hours, or 1 week.

What are the copyright limitations for course reserve?

Articles may only be placed on reserve for one semester. Additional semesters require obtaining copyright permissions from the rights holder. Only one copy of each article can be placed on Course Reserve.

Only one chapter per book or one article per journal issue may be placed on Course Reserve per semester. If more than one chapter or article is to be placed on reserve, the Library will look into purchasing the book or obtaining copyright permissions.

How do I place an item on course reserve?

A faculty member wishing to place items on course reserve may submit a completed course reserve request form in person at the main desk of the library or via e-mail to library@avemaria.edu. The form can be found at <http://www.avemaria.edu/library/faculty-support/course-reserve-requests/>.

Items on the shelf will be immediately pulled and placed on Course Reserve. Items that are currently checked out will be recalled and placed on Course Reserve as soon as they are returned. Items not currently owned by the Canizaro Library will be purchased (subject to the approval of the Director of Library Services) and placed on Course Reserve once they are received.

Due to the proceeding time constraints, please be sure to submit your requests as far in advance as possible to ensure that the requested items are available when your students need them.

Who may borrow items on Course Reserve?

Ave Maria University students, faculty, and staff may borrow items on Course Reserve. Community members may borrow course reserve items with the understanding that they must immediately relinquish them if an Ave Maria student or faculty member requests the item.

Can Course Reserve items be renewed?

Due to the high demand for Course Reserve items, they may not be renewed. They must be returned for at least one hour before they can be checked out again.

How do I know if an item is on course reserve?

You may ask at the Circulation Desk or at <http://avemariauniversity.worldcat.org/wcpa/courseReserves?action=courseReserveManager>. Items on course reserve will say "Course Reserve" under the Shelving Location in the Library's catalog.