Lee and Jim Vann Library

Reserves Policy

In order to make required assignments readily available to all students in a class, Library Services maintains a Reserves Collection. For each class, the instructor must provide the materials and a signed Reserve Item Request form detailing the course information, loan restrictions and material citations. The materials are then processed and placed in the Reserves Collection.

It is the responsibility of the faculty member to ensure copyright compliance by completing the Checklist for Fair Use and signing the Copyright Compliance Statement for any items submitted for the Reserves Collection. All Reserve Collection materials are automatically removed at the end of each academic term. Any materials that are to be used again must be resubmitted along with current copyright compliance forms.