

EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
Reserve Collection Policy	Page 1 of 2
Policy Number:	Supersedes:
Effective Date: December 1, 2021	Previously Issued: January 2020

Warner Library maintains a Reserve Collection of materials required for reading and viewing in current semester courses. Instructors may place on reserve:

1. Copies of required texts in case students have trouble acquiring their own.
2. Copies of books containing other required readings that are too lengthy to be legally posted on Brightspace.
3. DVDs and other required AV materials that students cannot access anywhere else.

Instructors may supply either their own personal copies or request Warner Library's copies from the shelf. Please allow 48 hours for processing.

At this time, Warner Library does not accept e-reserves. All e-reserves need to be placed on Eastern's LMS Brightspace by following the university copyright policy.

Personal Copies--Bring all materials to the Information Desk with a completed Reserve Request Form (available at the desk and on the Faculty Library Services LibGuide).

Library Copies—Check the online catalog to see if Warner owns the material. Email titles, publication dates, and call numbers to Chelsea Post (cpost@eastern.edu). Please specify course title and number.

NOTE: The Library does not automatically purchase course texts for its collection. If your textbook or DVD/AV item is not owned by Warner Library and you would like to recommend that the Library purchase it, please contact Joy Dlugosz (jdlugosz@eastern.edu), Library Director.

Please consider the following when requesting reserve placement:

1. Checkout period for reserves is 3 hours only with one 3-hour renewal, and materials may not leave the Library (no overnights). If your students have issues adhering to these parameters (example: commuters), then the Reserve Collection may not be the best option for your course.
2. Only books and AV materials may be placed on reserve. Articles must be placed on Brightspace. (The Library does not handle this process.)
3. Required readings may be available electronically. Please check Eagle Search (listed in the library's A-Z Databases) for e-book options and the journal databases to link required articles into your Brightspace course.
4. Multiple copies are not necessary unless you have a very large class and students will need to read or view the same material within the same limited amount of time.
5. Materials will be removed from reserve at the end of each semester. Please arrange to pick up your personal copies within one week after the last day of exams. If materials are not picked up by that date, they will be returned to your department. If you would like to pick up personal

copies before the end of the semester, please give prior notice. Items must be removed from reserve by staff before they can leave the Library.

6. The Library does not have space to maintain materials that are recommended but not required. Please make other arrangements to share these resources with your students.
7. The Library will periodically review circulation of reserve materials to see how often they are being used. We would be happy to share this information with you for future planning.
8. Items placed on reserve must meet the "Fair Use" criteria listed in Title 17, Section 107 of the U.S. Code (<http://www.loc.gov/copyright/circs/circ21.pdf>) or receive permission from the copyright holder to use copyrighted material for instructional purposes. The Library staff maintains the right not to place on reserve materials that go beyond reasonable boundaries of fair use.