

Library Reserves Instructions

Checklist

1. **REQUIRED READINGS** only.
2. **PULL BOOKS & COPY ARTICLES YOURSELF** and submit with proper forms.
3. Deliver them to the library **AT LEAST 1 FULL WEEK IN ADVANCE**.
4. Questions? Call 312.899-5097 or e-mail reserves@saic.edu.

If Flaxman Library owns the materials needed

- Turn in requests for fall/spring semesters at least **one full week prior** to their assignment in class. It's always safer to allow more time in case an item is checked out, lost, or damaged.
- Faculty must provide all materials (books or photocopies of articles) to the library either by mail or in person. **Due to the overwhelming volume of Reserves, library staff cannot pull items from the stacks nor photocopy articles or chapters.**

If Flaxman Library does not own the materials needed

- We recommend starting your requests **SIX WEEKS** before the materials are needed. We will try to purchase materials if feasible—a purchase request may be made at libraryguides.saic.edu. Items purchased will automatically be reserved for your course when they arrive if you indicate on the web form they are needed for reserves.
- For items borrowed through **interlibrary loan**:
 - Non-returnable materials** (i.e. photocopies of journal articles) become your personal property. You may place photocopied articles on Docutek E-reserves; the library is responsible for permissions/fees, if any.
 - Returnable materials** (e.g. books, audio CDs, ...) will not be placed on reserve. A limited amount of photocopying from books may be allowed; the library is responsible for permission/fees, if any. Copying of a/v materials is almost universally prohibited. It is safer and usually more cost effective to purchase items for the library collection. We will not copy a/v materials, and cannot accept illegally copied a/v materials for reserve.

Placing materials on reserve

Books

- Indicate on your request form whether the book is to be available to your students for overnight checkout or for library use only.
- Due to our limited space and the high volume of requests, there is **a limit of ten books** per course. These should be required, not optional, readings.
- Ryerson & Burnham Libraries may loan materials to be placed on reserve in Flaxman Library for library use only. After checking Flaxman Library holdings, search the Ryerson catalog and copy the title and call number of the items needed. Submit your reserves request to Melanie Emerson, memerson@artic.edu, 7-7651. If approved, library staff will facilitate the transfer of materials between the two libraries; however, items may be placed on reserve at the Ryerson and Burnham Libraries to reduce wear and tear on more fragile items.

Photocopies

- Only materials **NOT OWNED** by Flaxman Library may be photocopied and placed on reserve. Photocopies must be obtained legally.
- The library is obligated to provide hard copy whenever possible. Please check with library staff before making photocopies for reserve readings—we may already own the original or be able to purchase it.
- By law, **ONLY ONE COPY** of any article or excerpt may be placed on reserve. Library staff cannot distribute multiple copies. Students are allowed by law to make one copy for personal study.
- On the first page of each article or excerpt, include your name and a full citation.
- All photocopies are for library use only. Students may not check them out overnight.
- Photocopies are your personal property and will be returned to you at the end of the semester.

Audiovisuals

- A/V materials placed on reserve are for library use only. Students may not check them out overnight. Faculty may check them out if they are needed for classroom use.
- Copying of a/v materials is almost universally prohibited. We will not copy a/v materials, and cannot accept illegally copied a/v materials for reserve.

Course packets

- Course packets will be accepted for reserve only if the necessary permissions/fees have been attended to.
- The library will not purchase course packets. They will be accepted only as the faculty member's personal property.
- **ONLY ONE COPY** of a course packet is allowed.
- The packet will be made available for reading in the library only. By law, **NO PHOTOCOPYING** of course packets is allowed. They can be provided to students for reading only.

Once materials are placed on reserve

They are shelved at the reserves desk unless they are already non-circulating items, i.e. reference books, bound journals, videos, etc. These materials will not be moved to the Reserves shelf. Books in the main stacks that are labeled as Non-Circulating with a green spine label will be included on the Reserves shelf.

Please tell your students that...

- Readings placed on Reserve can be found at the front desk in Flaxman Library, 6th fl., Sharp.
- Students need a valid SAIC ID card to use reserved materials.
- Remind students of **your name and course name!** Incredibly this is a big problem.
- Reserve items can be found in the online catalog by clicking on the Course Reserves tab and searching by instructor's name, department, or course name/number.
- Overnight materials must be returned within an hour after the library opens.
- Generally, overnight reserves cannot be renewed. In rare cases, the library staff may allow one renewal (one more night) – but this must be done in person, not over the phone.

At the end of each semester...

- All materials are taken off reserve and returned to their normal place in the library collections. Personal copies should be picked up by the faculty members—in person, please, to ensure the safety of your property.