

The Leonard S. Washington Memorial Library
Southern University at New Orleans
Course Reserve Policies and Guidelines

All Southern University at New Orleans faculty and instructors may place materials on reserve for their students to use during the semester. Please use the Course Reserve Request form to place an item or items on Course Reserve. If you have any questions regarding Course Reserves please contact, Jacquie Keleher, Circulation Librarian, at 286-5365.

Course Reserve, Frequently Asked Questions

How does Course Reserve work?

- Any instructor may request course related materials be placed on Course Reserve
- Items placed on Course Reserve will be loaned for 1 hour periods
- Course Reserve materials can only be used IN the library
- Students must present State Issued ID when checking out Course Reserve materials
- ID's are returned to the student when the item is returned to the library
- If an item is not returned, the library will immediately notify the Instructor
- Items returned past the 1 hour loan period have a fine of \$1.00 per hour
- Items placed on Course Reserve can be found using the Reserve Desk feature in the SUNO iLink catalog
- All Course Reserve material is housed behind the Circulation desk

What can be placed on Course Reserve?

- Books owned by the Leonard S. Washington Memorial Library
- Personal copies of materials
- Photocopies of a book chapter (1 chapter per book)
- Photocopies of journal articles (maximum of 2 articles from any one issue)
- Photocopies of newspaper articles
- Photocopies of tests, lecture notes and other materials created by you, the instructor

What cannot be placed on Course Reserve?

- An item or items obtained via Interlibrary Loan (ILL)
- An item or items which belong to another library
- Rented videos
- Any materials that do not meet Copyright laws (Title 17, U.S. Code)

How do you submit Course Reserve Requests?

- Contact the library for the appropriate Course Reserve Form(s)
- Complete and submit the appropriate Course Reserve Request Form
- Bring personal items to the library with the appropriate Course Reserve Request Form
- Allow for 2 working days to process your Course Reserve Request
- Do not assign material owned by the library before contacting the library
- All items must have a complete bibliographic citation
- All personal copies of materials will have labels and barcodes placed on them. The library makes all attempts to guard against theft however the library is not responsible

for the theft of or damage to personal copies placed on Course Reserve.

- Due to copyright restrictions all materials will be removed from Course Reserve at the end of the academic year. A new Course Reserve Request form will need to be completed each year.

Course Reserves and Copyright:

- Responsibility for compliance with U.S. copyright laws rests with the instructor
- The library reserves the right to refuse placement of materials on Course Reserve for items we believe may be in violation of Fair Use and Copyright law
- If you have questions regarding copyright please contact Jacquie Keleher, the Circulation Librarian at Ext. 5365 or via e-mail at JKeleher@suno.edu or visit the U.S. Copyright office on the web at <http://www.copyright.gov> or the Copyright Clearance Center online at www.copyright.com