

# Reserve Policies

## Reserve Mission

Principles guiding the oversight of Reserve materials include a similar commitment to student access to materials supporting individual courses. Materials are not generally placed on Reserve except at the explicit request of an instructor, and in the case of materials not already part of the library's collections, materials to be placed on Reserve must be supplied to the Reserve Librarian by the instructor. Materials are not usually available for circulation outside the building, in order to maintain access for all the students in a particular class. It is expected that as the use of Blackboard, and of electronic books and journals increases, the size of the physical Reserve in the Library will decrease significantly in size

## CIRCULATION POLICIES FOR REFERENCE & RESERVE MATERIALS

*MATERIALS NOT ALLOWED TO CIRCULATE:* Generally, Reference and Reserve materials are not allowed to circulate out of the library; their use outside the Reference Department is also discouraged. Materials judged at high risk for theft or mutilation must be checked out from the Desk for in-library use.

*MATERIALS ALLOWED TO CIRCULATE:* Test preparation books and Newberry books, however, may be checked out for a 21-day period. Caldecotts may also circulate for 4-days. Other materials may be checked out for brief periods in special cases; each case will be decided by the Reference/Reserve Librarian based on the demand for the title, the probability of replacement in the case of loss or destruction, and the value of the source.

### *PERSONS ELIGIBLE TO CHECK OUT MATERIALS*

Reference and other Special collection materials should only be loaned to members in good standing of the Southern University at New Orleans staff, faculty, and student body.

### *CIRCULATION PERIODS*

African American Collection, Test Prep and Newberry books check out for 21-days;

Caldecott and Coretta Scott King books circulate for 4-day periods.

Other Reference and Reserve materials generally do not circulate except on a case by case basis with special permission from the Reference/Reserve Librarian.

### *MATERIALS THAT DO NOT CIRCULATE*

Theses never circulate out of the building.

Irreplaceable and extremely valuable materials should not be circulated out of the library. LD. cards or driver's licenses should be held when such material is circulated in the library.

### *FINES*

Normal overdue fine rates of twenty-five cents per book per day apply to materials