

Reserve Policy

Types of Materials on Reserve

1. Materials in all current formats may be purchased specifically for the Reserve Collection.
2. Materials in the Chalmer Davee Library circulating collection may be placed on reserve if requested by a faculty/staff member to support instructional needs. Library materials may remain on reserve for up to one academic year. Materials that need to be on reserve for a longer time period will be purchased for extended reserve using reserve funds.
3. Personal copies of a variety of materials (books, reports, CDs, DVDs, etc.) may be placed on reserve. The library assumes no responsibility for theft or mutilation of personal copies of materials that are placed on reserve. The library will not place items on reserve that are made available via Desire2Learn (e.g., sample exams, quizzes, articles.)
4. Non-course related materials of general interest will be placed on reserve for the convenience of the campus community. For example, administrative reports or campus environmental impact statements are acceptable items for reserve.

Check Out Policy

1. The reserve materials have the following loan periods:
 - o 3 Hours Restricted to Library – the item may not leave the library
 - o 3 Hours and Overnight – the item may leave the library and is due three hours after check out. The item may be checked out for overnight three hours before closing time and is due at opening the next day of library operation.
 - o 1 Day--the item may be checked out at any time during the day and is due at closing time the following day of library operation.
 - o 7 Day—the item may be checked out any time during the day and is due at closing time seven days later.
2. Library staff determines the loan period for materials owned by the library and purchased with Reserve funds. The faculty/staff member determines the loan period for personal copies placed on reserve.
3. A current University I.D. card is required by faculty, staff, and students to check out reserve materials.
4. Community patrons may not check out materials that are on reserve to support courses. They may use non-course related reserve materials by leaving a form of I.D. such as a driver's license.

Overdue Fines

Fines are charged for overdue reserve items at the following rates:

Loan Period	Rate
3 Hours	\$.50 per hour
3 Hours and Overnight	\$.50 per hour
1 Day	\$1 per day
3 Days	\$1 per day

Lost Fees

A reserve item that is declared lost by the library will be billed at a **minimum** of \$100 plus a \$10.00 processing fee. If the replacement cost is greater than \$100, the lost item replacement fee will be the actual replacement cost of the item, including shipping charges, plus a \$10.00 processing fee. Reserve material are not eligible for replacement by the user.

Purchase of materials

1. Reserve material purchases are funded entirely by textbook rental fees, all reserve materials purchases must be for use in undergraduate classes, which the students enrolled have paid a textbook rental fee. All reserve purchase requests require the approval of the Head of Collections and Technical Services.
2. Textbook Services works with departments to ensure that solution manuals and study guides for editions in use are available in the reserve collection. Departments authorize the placement of solution manuals and study guides.
3. Materials for graduate level courses or classes offered through extension may be placed on reserve. If a purchase is required the liaison librarian must approve the expenditure. Funds provided by Textbook Services to support undergraduate materials cannot be used.
4. Reserve materials are ordered from the least expensive source. If new copies of a title are not available, used copies will be ordered.
5. Reserve materials are not purchased from the University Bookstore due to the significantly greater costs involved with the purchase of materials at retail rather than wholesale prices.

Reserve Processing

1. Items are processed for reserve on a first come first served basis. The processing time depends on the time of semester the items are submitted. Faculty and staff should plan for a one week turn-around time.
2. The full MARC cataloging for all materials purchased with reserve funds for extended reserve. Brief records are created for all other material on reserve (i.e., personal copies from faculty). Brief records contain the author and title of each item. All items are searchable in Search@UW by author or title.
3. Materials from the circulating collection may be placed on reserve for a semester or an academic year. At the end of each semester, reserve materials are evaluated in consultation with the faculty/staff member who placed the items on reserve. Items removed from reserve are returned to their place of origin.
4. Every two years, extended reserve items are reviewed. Faculty/staff member who requested item(s) be on extended reserve will be contacted and asked to affirm current instructional need and if updated materials are required.

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University of Wisconsin-River Falls

Chalmer Davee Library: November 1995

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