

Augusta University

Policy Library

Course Reserves Policy

Policy Owner: Library

POLICY STATEMENT

Robert B. Greenblatt, M.D. Library and Reese Library provide Course Reserves services at their Information Desks for current Augusta University (AU) faculty and students.

The Course Reserve service is designed to provide assistance to current AU faculty and students by:

- Gathering reserve materials in one location for student use.
- Ensuring that every student in the class has equal access to the assigned material, including as an adjunct to AU's learning management system, for print and audiovisual materials.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

Course Reserves – Course-specific materials shelved behind the Information Desk for short-term loan.

Limits and Requirements

Course Reserve requests must be submitted at least one week in advance of the desired availability date.

PROCEDURES

The Libraries require one week minimum processing time to add new course reserves materials.

Faculty must agree to follow copyright guidelines when submitting course reserves material requests.

Materials that may be placed on reserve are:

- Books, paper journals, and audiovisuals from the Library's circulating collection.

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 494

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 06/07/2017

Last Review: 06/13/2017

- Personal or departmental copies of books, audiovisuals, and reprints of journal articles purchased within copyright guidelines.

Procedure for Placing Materials on Course Reserve

To place items on Course Reserve

- Check all print materials thoroughly for any missing pages.
- Check that all audio, video and software items are in good working order.
- Complete and sign the Course Reserve form.
- Return the form and items to be put on reserve to the respective Library's Information Desk.

The library catalog may be used to search reserve holdings by instructor, department or course: <http://gfind.augusta.edu/>.

Overdue Fines

Overdue items will follow the fine policies of their respective library.

Lost Material

The University Libraries do not assume responsibility for loss of or damage to materials placed on reserve. Items automatically become lost after 60 days overdue. All reserve items, whether the property of an instructor or library-owned, are subject to the following Lost Materials provision:

Lost or misplaced items should be promptly reported to the Information Desk. Payment for a lost reserve item must be made at the end of two weeks, if the material is not located. The patron will be charged a replacement cost for the item and \$15.00 processing fee, in addition to any overdue fines which may have accrued before the item was reported lost. Students will be held in Banner until the lost item is either returned or the entire overdue fine paid, or until the replacement costs have been paid.

Availability

All reserve materials are available for use in the Libraries during normal operating hours. There are two categories of reserves:

- Library-use only – materials do not leave the library building
- Circulating – available to checkout and use outside of the library for a period of time, specified by the class instructor

Forms/Related Documents

Robert B. Greenblatt, M.D. Library Reserve Form

<http://www.augusta.edu/library/greenblatt/services/reserve5.pdf>

Reese Library Reserve Form

<http://www.augusta.edu/library/reese/services/reserves.pdf>

Teach Act

http://www.usg.edu/legal/teach_act/

US Copyright Law

<http://www.copyright.gov/circs/circ21.pdf>

RELATED POLICIES

Reese Library Reserves Fines:

<http://www.augusta.edu/library/reese/services/circulation.php>

University System of Georgia Copyright Policy

<http://www.usg.edu/copyright/>

APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/13/2017