

Business Library



Guidelines for Placing Materials on Reserve

The Business Library offers a reserve disbursement service to provide students with reliable, equitable access to materials that the faculty requires students to use as part of their course readings. To ensure that materials you want your students to use are on reserve when they need them, please note and observe the following:

- ❖ **Each faculty member, or his/her designated person, is responsible for delivering all materials and reserve forms to the Business Library. Please note that placing materials in the Business Library mail slot will delay processing, direct delivery is much more effective.**
- ❖ Reserves are processed in the order in which they are received. The process involves placing identifying labels and security devices on the materials and entering the materials into the Swem Library electronic cataloging system. This process takes time.
- ❖ To ensure that your material will be available on reserve by the first day of classes, it is very important that you deliver the materials to the Business Library at least one week prior to when it will be needed by your students. If materials are received later than this, there may be some delays before the material is available for your students' use. It will be a great help to us if you bring all materials for a course at one time.
- ❖ After you have submitted your materials, please hold deletions and additions to a minimum. However if it is necessary for you to add material to your list, ***please bring it to the PRC at least 24 hours before you announce to the class that it is on reserve.*** This will alleviate the possibility of confusion for your students and Business Library staff.
- ❖ If you have questions about the Business Library Reserve policies or about the status of your reserves, please call **Charlotte Brown (1-2916)** or write charlotte.brown@mason.wm.edu

Include the Following Information on Your Reserve Form:

- ✓ Professor's name, course name and number
- ✓ Reserve classifications and loan periods
 1. **Desk reserve: used in the Business Library only, two-hour loan period**
 2. **24-hour reserve: circulates outside the Business Library 24 hours from the time checked out.**
- ✓ Semester for which material is to be reserved.

PHOTOCOPIES PLACED ON RESERVE MUST BE IN A LABELED FOLDER



It is the responsibility of the professor to provide the folder – you may obtain folders, expandable files, or notebooks from the person who issues supplies.

Personal copies of books, videos, or software may be placed on reserve*. For their protection, reserve labels and possible security devices may be attached to the items.

All items for which retain notices have not been received will be removed from reserve at the end of each semester unless prior arrangements have been made with the Business Library director to retain indefinitely.

Please note that items placed into reserve must be processed out of the system when they are removed. This also takes time and items should not be requested on short notice. The student on duty at the reserve desk cannot process these items out of the system.

***Reasonable care will be taken with their use, but the Business Library Staff will not accept responsibility for the loss or mutilation of reserve materials.**