

**Library
Helena College University of Montana**

December 2005

Reserves Procedures

The Library provides reserve collections of print and electronic items for use by an instructor's students throughout a semester.

Faculty may place personal items and library materials at the circulation desk for short term use by students during a semester. All titles in an instructor's reserve collection will be listed in the [online catalog](#). In addition, some electronic documents can also be placed on the instructor's reserve list.

Putting items on reserve

- To create a reserve collection we will need instructor's name, course title and course number, and a selected loan period for each item. Items may be loaned for 2 hour, 24 hours, 48 hours, 1 week, or "In Library Use Only." (*see Forms 5*)

Please note: All items will be temporarily barcoded.

We will make every effort to protect materials on reserve, but will not be responsible for replacing damaged or lost materials.

Items Suitable for Reserve

- Single copies of personally-owned articles, books, videos or other media.
- Library general collection books.
- Texts which are not available at the bookstore.
- Course materials such as lecture notes, sample tests, or answer keys.
- Links to public websites or materials in databases purchased by the library.

Copyright compliance

All reserve materials will be in compliance with current copyright law. If written consent is required, it must be obtained by the instructor.

Removing Items from Reserve

At the end of each semester, all items will be removed from the reserve collection and will be returned to the instructor. Sorry, limited space prohibits us from storing materials between semesters.