

## Reserve Policies and Procedures for LSU Students

### **What is the Reserve Desk?**

The Reserve Desk houses material instructors require their students to read during a regular semester. This can include such materials as library books, tapes and the professor's personal books on Reserve for their students. Any journal articles that the Library owns can be scanned, as long as it includes the copyright page, and sent to a professor through E-mail by the Reserve Desk staff. Then the professor will send it to the students in the course as a required reading.

### **How do I check material out from the Reserve Desk?**

The following steps need to be followed in checking Reserve materials out:

1. You must come to Reserve Desk with the call number, professor's name, or book title.
2. You may find this information ahead of time by going to the "Reserves" tab on the library homepage (<http://www.lib.lsu.edu>) and then you may look the information up by course name or instructor's name.
3. Find the call number you need under the course, write it down, and someone behind the desk will get the book for you.
4. If you are unable to find the information, the staff at the desk will be happy to try to assist you.

NOTE: A **Valid LSU ID** is required in order to Check Reserve material out.

### **How long can I have the Material?**

The Reserve desk currently has 5 circulation options.

1. 2hrs/ BUILDING USE ONLY: This material is on Reserve for 2hrs cannot leave the building. Slip color is purple.
2. 2hrs/ Overnight: This material is on Reserve for 2hrs and it can be taken out of the library overnight if the item is checked out 2hrs before closing. Slip color is pink.
3. 1-Day Reserve: This material will circulate for one 24 hour period. The material will be due the following day at the same time it was checked out. Slip color is green.

4. 3-Day Reserve: This material circulates for 72 hours. The material is due in 3 days at the same time it was checked out. Slip color is blue.
5. 7-day Reserve This material circulates for 168 hours. The material is due back in 7 days at the same time of checked out. Slip color is yellow.

NOTE:

The purple, pink, yellow, green and blue slips inside each Reserve book will tell you the exact date and time your material is to be returned.

Please be aware that instructors provide us with the loan periods. You need to speak to your instructor if you disagree with the amount of time given for each item.

Also be aware that the Reserve Desk Charges are **\$1.50/ per hour** that each Reserve material is late.

**Am I allowed to renew materials that I have already checked out?**

Reserve material may not be renewed. If, however, the material is not checked out by another patron within 15 minutes of your returning it, you may check the material out again.

**What happens if I cannot find my class on Reserve?**

Everything that is currently available at the Reserve Desk for circulation will be on Reserve Desk online catalog: If the course is not on Reserve a few things can be happening.

1. The list has not been processed yet. The Reserve Desk deals on a first come, first serve basis. The beginning of the semester is very busy for the Reserve Desk. Materials will be delayed in getting on Reserve if an instructor does not bring his/her material in early.
2. The instructor may not have submitted his/her list to the Reserve office on time.
3. Check with the instructor to make sure the material has been requested.

**What is Electronic Reserve?**

Electronic Reserve is scanned material provided by the professor, such as lecture notes. Due to the copyright policy, Reserve staff also scans journal articles that professors request to be placed on reserve. This material is sent to the professor through e-mail as an attachment and then sends it to the students in the course. A PAWS account is needed to view all material.

### **What Materials Cannot be Placed on Reserve?**

1. Photocopies of commercial consumable works such as workbooks, exercise, standardize test, booklets, and answer sheet will not be accepted for reserve without permission of the copyright holder.
2. Books obtained through Interlibrary Loan
3. Periodical articles and /or book chapters obtained through Interlibrary loan
4. Photocopies of complete or substantial portions of copyrighted works.
5. Non-circulating items from another University such as Reference books and bound journals.
6. Course packs
7. Personally reproduced media items
8. Articles may not be placed on reserve in both electronic and print formats at the same time.
9. Materials from other public/academic libraries

For more information, see *The LSU Libraries Copyright Compliance Manual*, section 7:  
<http://www.lib.lsu.edu/admin/copyright/copyrightpolicy.pdf>

### **What Materials Can Be Placed on Reserve?**

1. Any circulating material of the Louisiana State University library (books media, etc.)
2. Faculty's personal copies of books
3. Student's papers with written permission from the student(s) should accompany these materials upon submission to the library reserve desk.
4. Course syllabus, class notes
5. Personal copy of textbooks and study guides
6. Journal articles owed by the library
7. Any material for which copyright permission had been granted
8. The Library will seek copyright permission for materials in excess of fair use.
9. If permission is not granted, the Library will remove the all material immediately.

**How do I Contact the Reserve Desk?**

**Contact person:     Mona Jarreau**

**Phone number:       225 578-6722**

**Email address:      mjarrea@lsu.edu**

**To find the Electronic Reserve List Form go to: <http://www.lib.lsu.edu/circ/reserve.html>**