

Placing Materials on Reserve in Middleton Library

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We have an Electronic Reserve list @

<http://www.lib.lsu.edu/circ/reserve.html>

Loan Periods: 2hr, 1-day, 3-day, or 7-day

Processing:

- **If possible, requests for materials to be put on reserve should be submitted at least three weeks before the first day of class, although the Reserve Desk will continue to accept them throughout the semester.**
- **Faculty members must supply their E-Mail address upon submitting their reserve list.**
- **Any books that the library does not own can be ordered by the Reserve Desk. Faculty must provide the Reserve Desk with the bibliographic information.**
- **Books that are currently checked out need to be recalled by the Reserve Desk, not the faculty member.**

Items that may be placed on Reserve:

- **Any circulating materials owned by Middleton Library**
- **Faculty's personal copies of books, which must be accompanied by a signed permission slip and are circulated as 2hr, "Building Use Only" items**

- **Journal articles that the LIBRARY OWNS, INCLUDING COPYRIGHT PAGE (can be scanned by Reserve Desk staff)**
 - **Please see our copyright policy @ <http://www.lib.lsu.edu/admin/copyright>**
- **Course syllabus and class notes**
- **Any materials for which copyright permission has been granted.**

Materials that May NOT be placed on Reserve

- **Book Chapters**
- **Books obtained through Interlibrary Loan**
- **Non Circulating items/ Reference books**
- **Materials from other public/ academic libraries**

Removing Items from Reserve

- **When class is not in session all items will be removed from Reserve at the end of each semester.**
- **All personal materials and copies will be sent back to each Faculty member's office through campus mail or will be made available for pick-up.**

Accessing Reserve Materials from the Desk

- **Patrons must always have their ID card to checkout Reserve Materials.**