

# Library Reserving Items or Equipment

## AA\_LS\_LS\_55

Responsible Officer  
Shelby Carroll  
Responsible Office  
Library  
Approving Body  
Board of Trustees  
Approval Date  
2019-11  
Last Revision  
2019-11  
Re-evaluation Date  
2021  
Departmental Impact  
Library

### Policy Statement

Professors may ask the library to set aside items or equipment for students in specific classes.

### Policy Procedures

Items can be placed on closed reserve or open reserve. Items on closed reserve cannot leave the library. If a professor asks for an item to be on open reserve, then he or she can determine the length of time that students may check out the item (e.g., 2 days, 2 weeks, or semester).

If an item is on reserve, students will need to ask the library attendant for access.

Students are charged \$1 per day for overdue reserve items.