

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.