

# 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.