Brennan Library Reserves Policy
(Updated December 2013)

What does “on reserve” mean at the Brennan Library?

- The materials you place on reserve will be housed behind the circulation desk arranged in alphabetical order by instructor’s last name.
- They will circulate for two hours at a time and they may not leave the library.
- These materials will be cataloged and made searchable in the Lasell online catalog:
  - Visit the Library homepage,
  - Click on online catalog,
  - In the box that says ‘keyword’ scroll down to search by course name or instructor. All materials listed under your last name or by your course number will show up.

When should I place items on reserve?

- Please allow for two weeks of processing time for your reserve items to show up in the system after you have made your request.

How do I place items on reserve?

- Fill out the Reserve Submission Form.

How do I remove items from reserve?

- Fill out the online Reserve Withdrawal Form.

When should I remove items from reserve?

- At the end of each semester, review the items that are listed as ‘on reserve’ for your course to decide which should be removed.

What can be placed on reserve?

- Books & audiovisual materials from the Lasell Library.
- If the Library does not own an item that you would like to place on reserve, you can request that the Library purchase the item (some exceptions apply) when you fill out the online reserves form.
  - Please note: it may take 2-4 weeks for us to receive a book or movie you have requested, please plan accordingly.
- Personal copies of: books and media items.
  - The library is not responsible for lost or damaged personal copies.
  - A removable barcode and label sticker will be placed on personal copies.
  - Personal copies that are no longer being used for a course will be returned through campus mail.
What **cannot** be placed on reserve?

- The library does *not* purchase **textbooks**, however publishers will often provide instructors with free desk copies of textbooks which can then be placed on reserve. Please contact the publishers directly to place your request.
- Any materials borrowed from other libraries.
- Photocopies; photocopies should be scanned and made available to your students through Moodle. If you don’t have access to a scanner we have a flatbed and upright scanner available for your use in the library.

**How do I access my materials that are on reserve in the library (for students & faculty)?**

- Visit the circulation desk in the library.
  - Have prepared the following information to give to the student worker on duty:
    - Instructor’s name
    - Course name
    - Title of the book or film
  - The student will pull the materials for you and you may borrow them using your Torch Card
  - Faculty may ask for Library staff permission to take reserve items out of the library.

**Can I obtain statistics about the usage of my reserve materials?**

- Yes, before items are removed from reserve we can tell you how many times an item was checked out over the course of the semester.

*Please direct any questions or requests you have pertaining to reserves to Allison McCarter at amccarter@lasell.edu, ext.2169.*