

ARCHITECTURE LIBRARY BOOK RESERVES

POLICIES AND PROCEDURES

ITEMS ARE PLACED ON RESERVE ONLY AT THE REQUEST OF A **FACULTY MEMBER**.

IN ORDER TO PLACE AN ITEM ON RESERVE, YOU MUST SUBMIT THE REQUIRED INFORMATION FOUND ON OUR **BOOK RESERVE FORM**. THESE FORMS ARE AVAILABLE AT THE LIBRARY CIRCULATION DESK, OR THROUGH THE LIBRARY WEBSITE.

ONLY MATERIALS WHICH ARE EXPECTED TO EXPERIENCE HEAVY DEMAND SHOULD BE PLACED ON RESERVE. DUE TO SHELF SPACE LIMITATIONS, THERE IS A **LIMIT OF 30 ITEMS** FOR ANY ONE COURSE.

THE RESERVE REQUEST FORMS MUST BE SUBMITTED AT LEAST **7 DAYS** PRIOR TO ANTICIPATED STUDENT DEMAND. IN MOST CASES, THE PROCESS WILL BE COMPLETED WITHIN **2-5 DAYS**. IF DUE NOTICE IS NOT GIVEN BY THE PROFESSOR, MATERIALS MAY NOT BE AVAILABLE TO THE STUDENTS ON THE DESIRED DATE. YOU CAN SUBMIT BOOK RESERVE FORMS TO ARCH@TULANE.EDU OR DIRECTLY TO THE LIBRARY CIRCULATION DESK.

PERSONAL BOOKS MAY BE PLACED ON RESERVE, BUT THE LIBRARY IS NOT RESPONSIBLE FOR LOSS OR THEFT.

MATERIAL BORROWED THROUGH INTERLIBRARY LOAN FROM ANOTHER LIBRARY MAY NOT BE PLACED ON RESERVE.

IF THERE ARE BOOKS LOCATED AT HOWARD-TILTON MEMORIAL LIBRARY THAT YOU WISH TO HAVE ON YOUR RESERVE AND THE ARCHITECTURE LIBRARY DOES NOT CARRY IT PLEASE CONTACT US AT ARCH@TULANE.EDU.

IF THERE IS A BOOK YOU WOULD LIKE ORDERED SPECIFICALLY FOR A COURSE RESERVE, PLEASE CONTACT US AT ARCH@TULANE.EDU WITH THE BOOK AND COURSE INFORMATION AND THE LIBRARY WILL TRY TO ORDER IT.

RESERVE BOOKS ARE KEPT BEHIND THE CIRCULATION DESK AND STUDENTS MAY REQUEST THEM DURING REGULAR LIBRARY HOURS. LOAN PERIOD OPTIONS FOR RESERVE BOOKS ARE **2 HOUR, 5 HOUR, OVERNIGHT** OR **3 DAY**. THESE ITEMS MAY LEAVE THE LIBRARY DURING THE ASSIGNED LOAN PERIOD. **PLEASE INDICATE THE DESIRED LOAN PERIOD WHEN ITEMS ARE SUBMITTED FOR RESERVE.**

FACULTY'S PERSONAL BOOKS, JOURNALS AND REFERENCE ITEMS WILL MAINTAIN A **NON-CIRCULATING** RESERVE STATUS. NON-CIRCULATING ITEMS CANNOT LEAVE THE LIBRARY FOR ANY REASONS.

MATERIALS MAY BE KEPT ON RESERVE ONLY FOR THE DURATION OF THE SPECIFIC COURSE FOR WHICH THEY ARE REQUIRED. THEY **WILL NOT** BE ALLOWED TO REMAIN SEMESTER AFTER SEMESTER UNLESS THAT COURSE IS BEING TAUGHT AGAIN.

FOR ELECTRONIC RESERVES:

- IT IS THE RESPONSIBILITY OF THE FACULTY MEMBER TO OVERSEE THE PLACEMENT OF ELECTRONIC RESERVE ITEMS ON THE BLACKBOARD COURSE MANAGEMENT SYSTEM. THE STAFF OF THE INNOVATIVE LEARNING CENTER, LOCATED ON THE THIRD FLOOR OF THE LIBRARY, CAN ASSIST FACULTY IN SCANNING AND FORMATTING DOCUMENTS TO PLACE ON BLACKBOARD. THEY CAN BE REACHED AT 862-8594.

THANK YOU FOR YOUR COOPERATION IN THESE MATTERS OF COURSE RESERVES. IF YOU HAVE ANY QUESTIONS OR COMMENTS, PLEASE CONTACT THE ARCHITECTURE LIBRARY AT x5391 OR E-MAIL ARCH@TULANE.EDU.