

# University of Texas Libraries Course Reserves

Revised December 2017

The University of Texas Libraries maintain reserve collections in all library branches. Materials are placed in library reserves collections (1) at the request of instructors to support the academic programs of the various departments, and (2) by library staff to control or protect vulnerable materials and those consistently in heavy use. These materials circulate both outside and in the library on limited loan periods.

In general, the preferred reserve location for library materials is the library branch where most of the subject materials are held (the owning library), unless a different location is more convenient for the class or instructor. Audiovisual reserve materials are maintained in the Fine Arts Library; especially materials that are administered through the libraries' booking system.

Multiple locations of reserves for a single course are to be avoided whenever possible. Unless needed for reserve in the owning library, circulating materials within the University of Texas Libraries will be temporarily transferred from the owning library to another branch for reserve use.

The [reserves request form](#) is available online or at any University of Texas Libraries check out desk.

The following information needs to be provided on each reserve request:

- instructor's name
- instructor's EID
- instructor's email address
- instructor's phone number
- course department
- course number
- course name
- course unique number

Library materials requested must be identified by:

- call number
- author
- title
- edition

Reserve request forms will be processed in the order received. The time required to process reserve requests varies with the workload of the unit, the availability of materials, and the accuracy of the information supplied on the forms.

Requests for materials owned by the University of Texas Libraries should be submitted with sufficient time to retrieve or recall and process the items requested; five weeks before the start of classes is recommended. Materials not in the collection will be ordered on a rush basis. However, the library cannot guarantee receipt by the beginning of the semester. Instructors should assign reserve readings only after they have confirmed that the items are on reserve.

The following loan periods are available for reserves:

- Two-Hour
- 24-Hour
- Three-Day

Additionally, two-hour loan period items can be declared Library Use Only.

- Two-hour materials borrowed within 2 hours of the checkout desk closing are due one hour after opening the next day the library is open. Library Use Only items do not check out overnight.
- When more than one instructor requests that a given item be placed on reserve, it will usually be placed on the shortest loan period requested.
- The reserve supervisor has the final responsibility for the number of copies placed on reserve, for determining the loan period when an item is requested by more than one instructor, for changing loan periods due to changing patterns of use, and for removing materials from reserve.

Reserve supervisors may request instructors with lengthy or complex reserve lists to limit their lists to required materials when constraints on reserve space and staff time make fulfillment of requests difficult.

Most library and personal materials may be placed on reserve. The following types of materials generally will not be accepted for reserve:

- University of Texas Libraries reference works
- University of Texas Libraries copies of periodicals
- non-circulating items from special collections
- books checked out from non-University of Texas Libraries

Personal items may be placed on reserve with the understanding that they will be processed for use (which may include application of labels and tagging for the security system) and that the library is not responsible for their loss or damage.

Reserve needs take precedence over individual research needs. For this reason materials are recalled from borrowers for reserve regardless of the length of time the materials have been checked out to them.

If a requested item is not owned by the University of Texas Libraries or is not available for reserve use, this situation will be reported to the instructor who requested the item. A rush order for the item will be placed when in compliance with the collection development policies of the library.

- More than one copy may be purchased based on the size of the class, the cost of the materials, anticipated use and availability elsewhere on campus. A ratio of one copy to thirty students may be used as a guideline.
- The instructor will be notified if an item is out of print. Library staff will not automatically search the antiquarian book market for such an item unless specifically asked to do so by the instructor.

The copyright law (Title 17 U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Copies for reserve use must be made in compliance with the "fair use" provisions of Section 107 and with [The University of Texas System Policy Statement on Use of Copyrighted Materials](#).

- Library units will not copy materials for reserve.
- Copies of copyrighted materials will be accepted for reserve from the instructor if they comply with U.T. System policy and copyright law. A ratio of one copy to thirty students may be used as a guideline.

It is the responsibility of the instructor to notify the reserve supervisor before the end of the current semester if items must remain on reserve for the succeeding semester. Processing to remove items begins immediately after the end of the semester.

Personal copies belonging to faculty will be returned through campus mail.