The Course Reserves service allows faculty to place physical materials (books, DVDs, CDs) on reserve at the library. **Items on physical reserve are intended for STUDENT USE. Faculty are expected to return reserve items promptly.** Faculty may also choose to place materials on Electronic Reserve.

**Physical Course Reserves Guidelines**

Reserve materials are high use items needed by students for class work. Reserve items typically are loaned for short periods of time so that all students from a class may use the materials. The Alverno Library also offers the option of placing materials on Electronic Reserve. Please see Electronic Reserves Guidelines below.

Reserve materials can include: Books, DVDs, computer software, or other physical items. Reproductions of periodical articles may also be placed on Reserve, however, restrictions apply for copyright protected items. Please contact an **Alverno Librarian** for more information. Please note: Items owned by another institution (e.g., another library) may not be placed on Reserve.

Materials to be placed on Reserve may be left at the Alverno College Library’s Help Desk and must be accompanied by a completed **Reserve Request** form. If multiple copies of a title are being placed on Reserve at the same time for a single class, only one form needs to be filled out.

To avoid student frustration, the library recommends that Reserve materials be delivered to the library 48 hours in advance of when they will be needed or expected by students. Reserve materials no longer needed for a course should be removed by the instructor as soon as possible.

**Electronic Reserves Guidelines**

The Alverno College Library offers an Electronic Reserve service. Instructors may use this service to request that course materials be made available directly from the library's online catalog. **Restrictions apply for copyright protected materials. Decisions on the amount of material eligible for electronic reserves are made on a case by case basis applying the four factors of Fair Use.** Please see the **Reserve Request** form for Electronic Reserve restrictions or contact an **Alverno Librarian** for more information.

Electronic Reserves are available from any computer with an Internet connection and accessible from the Alverno Library website. In order to view or print documents from off campus, users will be required to enter their library barcode and password.

Adobe Acrobat Reader is required to access the Electronic Reserve documents in PDF format. **Adobe Acrobat Reader** may be downloaded for free via the Internet.

The following procedure should be followed when placing materials on Electronic Reserve:

- Complete and sign the **Reserve Request** form.
- Materials to be placed on Electronic Reserve should be delivered to the Alverno Library's Help Desk in loose-leaf form. In other words, book and journal excerpts will need to be photocopied before they can be submitted. All materials should be submitted along with a completed Reserve Request form.
- For documents available in an Alverno Library database, instructors are encouraged to provide access in Moodle (rather than Electronic Reserve) via the document’s persistent (permanent/stable) link.

**The Alverno Library reserves the right to refuse a Reserve or Electronic Reserve request if, in its judgment, fulfillment of the request would involve violation of copyright law.**

Any questions or concerns about Reserves or Electronic Reserves should be addressed to your **Library Liaison.**