

RESERVE SERVICE POLICY

Effective Date: December 14, 2009 **Originating Office:** Library Administration

Supersedes /Amends Policy dated: March 22, 2007 **Policy Number:** LA-7

PURPOSE OF RESERVE SERVICE

The main purpose of the Reserve Service is to directly support teaching and to provide Concordia students with equitable access to course materials expected to be in high demand during a temporary period.

The Reserve Service can also be used to provide more efficient circulation, on a temporary basis, to selected materials.

The Reserve Service enables access to materials within a framework of relatively restrictive conditions of loans and sanctions.

DEFINITIONS

Categories of Users:

Concordia University Community (Primary Users)

The Concordia University community includes all students, faculty and administrative and support staff of the University, whether permanently affiliated or on a temporary assignment, who hold a valid Concordia University I.D. card as defined in the *General Loans Policy LA-1*.

Extramural Users (Secondary Users)

Extramural users are alumni and persons from outside the Concordia University community who wish to borrow items from the Concordia University Libraries collection in accordance with the *Extramural Users Loans Policy LA-2*.

Reserve Collection

The Reserves Collection consists of materials, print, media and electronic, placed on reserve for restricted access upon request of faculty members or librarians.

The Reserves Collection includes:

- a) Course reserves: materials which are placed on reserve by faculty members in the process of delivering a designated course.

Non-course reserves: materials which are placed on reserve by librarians in support of coursework, or in support of library services.

POLICY

Conditions of Loans are outlined in the *General Loans Policy LA-1* and summarized below:

1. Renewal of reserve loans is not permitted in order to increase accessibility of materials to all users.
2. Requests are not accepted for holds of reserve material.
3. All categories of primary users may borrow course reserves and non-course reserves.
4. All categories of extramural users may borrow non-course materials.
5. Users must return Reserve material to the same Library desk from which it was borrowed.
6. Requests are not accepted for intercampus delivery of reserve material.
7. Loan periods are as indicated on each item.
8. Maximum number of reserve items borrowed at any one time by all categories of primary users is five (5) print items and one (1) media item.
9. Maximum number of reserve items borrowed at any one time by all categories of extramural users is one (1).

Conditions for Placing Materials on Reserve

10. Faculty members place material on reserve for courses.
11. Librarians place library material on reserve in support of courses or library services.
12. Requests from faculty members are processed on a first-come first-served basis.
13. Requests from faculty members regarding loan period, and desk location, take precedence over requests from librarians.
14. For each course, the requestor designates the period to be Fall, Winter, Fall/Winter, Summer 1st term, Summer 2nd term, Summer both terms or 1 year.
15. The requestor designates the library location to be either Vanier Library or Webster Library, regardless of the regular location of the item. Media materials must be loaned from a Periodicals and Media Services Desk.
16. For each print or media item, the requestor may designate the loan period according to the reduced time frames established for reserve material.
17. Monographs from the circulating collection may be placed on reserve by faculty members and librarians.

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18. Media items from the media collection may be placed on reserve by faculty members and librarians. Restrictions may apply according to *General Loans Policy LA-1*.
19. In situations where multiple media items and/or formats are meant to be used together as a kit, the kit as a whole is considered to be a single item for the purpose of this Policy.
20. Reference material may be placed on reserve by librarians and faculty with the approval of the subject librarian.
21. Items in the Government Information Services collection may be placed on reserve by faculty members and librarians, with the approval of the Head, Government Information Services.
22. Volumes or issues from the Current Periodicals collection, Bound Periodicals collection, and Special Collections may not be placed on reserve.
23. Faculty members may request that copies of journal articles from the Periodicals collection be placed on reserve. The requestor is responsible for ensuring that material submitted conforms to the requirements of the [Concordia University Copyright Policy](#), *Concordia University-COPIBEC agreement*, and the *Copyright Act*.
24. Faculty members may place personal material on reserve. Such material is returned to the faculty member at the end of the reserve period. The requestor is responsible for ensuring that material submitted conforms to the requirements of the *Concordia University Copyright Policy*, *Concordia University-COPIBEC agreement*, and the *Copyright Act*.

FINES

25. Fines and sanctions apply to all categories of users as outlined in the *Policy on Overdue and Lost Material LA-3*.

LOST OR DAMAGED MATERIAL

26. For reserve material that is part of the library collection, the cost of restoration and replacement applies to all categories of users and will be charged as outlined in *Policy on Overdue and Lost Material LA-3*.
27. Concordia University Libraries assumes no responsibility for loss or damage involving personal material that faculty members have placed on reserve. The Libraries will inform faculty members of any loss or damage of personal materials.

QUESTIONS, COMMENTS OR COMPLAINTS

28. Questions, comments or complaints about this policy or its application should be addressed to the Library Administration:

by email to:

libadmin@alcor.concordia.ca

or by mail to:

Library Administration
Concordia University, Webster Library
1455 de Maisonneuve Blvd. West
Room LB-209
Montréal, Québec
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