Placing Materials on Reserve

Important Deadlines:
To best ensure that reserves will be available for the first week of classes, please submit requests at least one week before classes begin and at least 3-5 business days before the items are needed throughout the semester. If you have an item that is needed by your students and have less lead time than this, please let us know and we will do our best to prioritize the processing of this item.

Placing Library Materials on Reserve:
For each library item, complete a reserve request card (available at the circulation desk). You may also email your reserve list to Access Services at accessservices@agnesscott.edu or drop off your list at the library. Please use your class code (e.g., PHI130) as the subject line and include a copy of your class syllabus with your reserve list. Please list both the selection and the source title for each reserve item. For example, if the syllabus asks students to listen to “Someone to Watch Over Me” from the CD entitled Kiri Sings Gershwin, please list both titles.

Placing Personal Copies on Reserve:
Complete a request card for any personal books, video or sound recordings that you would like to place on reserve. Submit cards and items to the circulation desk for processing. Be aware that personal items are subject to wear and tear as well as potential loss, as are all library materials. You may want to check if the library has a copy of the item before placing your personal copy on reserve, or you may decide to choose another title if your copy is rare, expensive, or out of print.

Placing Photocopied Materials on Reserve:
Before turning in photocopied material to be placed on reserve, please review the attached Copyright Guidelines to determine if you need to seek copyright clearance. If you feel sure that you do not need clearance, complete the attached Photocopies for Reserve form (also available at the circulation desk). Please use one form per item. Turn in the completed form and the photocopied material to the circulation desk for processing. Please note that if you answer “yes” to any of the questions on the top of the form, you will need to contact Chris Bishop, User Services Librarian, cbishop@agnesscott.edu, 404-471-6337.
**Library Bookings:**

General circulating and reserve items, particularly a/v materials, that are needed for a specific class showing or activity can be **booked** in advance. This will ensure that a designated item, such as a film or musical recording, is available in the library for pick-up for a specific, pre-planned date and time. Just ask a circulation staff member about **library bookings** for more details.

If you have any questions about library reserves or bookings, please contact **Access Services** at accessservices@agnesscott.edu or 404.471.6094.