THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Libraries	**Number:**	302.4
		Revised:	11/15/89
SUBJECT:	Course Reserves	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	University Library		

I. Policy

If requested by members of the faculty, the University Library will place library materials in reserve areas for the use of students enrolled in their courses. Subject to copyright restrictions, reserve items can include a variety of materials including periodical articles, books, audio or video tapes, course pack materials, or privately-owned copied material. Circulation of such materials is generally restricted to short-term (e.g. 2 hour) loan periods or overnight use. Some materials may be designated for room-use only. Reserve service is available through:

University Library Reserves, 318 Undergraduate Library

This campus-wide service will handle course reserves for all levels of classes in all disciplines, and is not restricted to undergraduate level courses.

Branch and Divisional Libraries

The Health Sciences, Engineering and Basic Sciences, and Arts libraries also offer course reserve service to faculty. Check with the appropriate library for any restrictions that may apply.

II. Procedure

To place books on course reserve, present a list of titles with full bibliographic information to the Reserve Coordinator at the appropriate library. Lists for course reserve should be presented well in advance of the beginning of the term for which the books are to be placed on reserve.