

Policy Number	112.000
Policy Title	LIBRARY COURSE RESERVE POLICY
Responsible Officers	Library Director
Responsible Offices	Library
Summary	The Library shall provide opportunity for faculty to place selected items on reserve in order for students to have fair and easy access to limited research and class materials.
Definitions	<p>Course Reserves – books and other materials that professors put on reserve in the library for their students</p> <p>Reading Reserves – materials checked out through the Library Service Desk</p> <p>Research Resource Reserves – materials available in a special section of the library that can be accessed by students at any time</p> <p>E-Reserves – a collection of digital documents made accessible to the students of a course</p> <p>E-book – full text of a book accessible online or in a digital format</p> <p>Library database – collections of scholarly material in a digital format accessible only to University students, faculty, and staff</p> <p>Open Web – websites that do not require a University login to access</p> <p>Copyright compliance – permission has been granted for the material to be used for educational purposes</p>
Approving Body	Academic Council; Administrative Council
Approval Date	April 3, 2017; April 10, 2017
Last Revision	
Re-evaluation Date	Fall 2022
Departmental Impact	Library, Faculty, Students

Failure to follow the following policy may result in disciplinary action, including termination of employment.

