

Course Reserves

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1 Policies

1.1 General Purpose

Effective Date: January 1, 1990

Review Date: June 30, 2015

The purpose of Course Reserves is to allow faculty members to make materials related to the courses that they teach available to the students in their classes. By placing an item on reserve, the faculty member is able to ensure that high-demand materials are equally available to all students in the course. Adhering to copyright laws, course reserve materials are made available to a limited number of users for the purpose of supporting classroom instruction.

1.2 Basic Course Reserve Policy

Effective Date: January 1, 2000

Review Date: June 30, 2015

Faculty members may place books, articles, video recordings, sound recordings, music scores and other materials on reserve for their students to check out for limited loan periods. These materials may be copies owned by the library or personal copies owned by the faculty member. The library cannot be held responsible for personal copies that are lost, damaged or not returned by students.

A valid University ID Card (Laker ID) is required to check out course reserve materials. Students may check out two course reserve items at one time if the requested materials are available. Course reserve materials may NOT be renewed.

All Reserve materials regardless of length of circulation incur a \$10/day late fee for overdue items. The fee is applied whether the item is a library copy or a personal copy owned by the faculty member. In the case of a lost personal copy, any fees collected will be used to purchase a copy of the title for the library's collection for the use of faculty and students.

1.3 Two Hour Course Reserve Policy

Effective Date: January 1, 1990

Review Date: June 30, 2015

All two hour reserve materials are due within two hours of check out time or before the library closes if checked out late in the day. All two hour materials will display the next day as the due date in Voyager, but this does NOT mean the material is due the next day. The patron will be charged a late fee if the material is not returned by library closing time on the day of check out. Two hour reserve materials DO NOT LEAVE THE LIBRARY. Students may check out two reserve items at one time with their valid Laker ID if the items are available.

1.4 Overnight Course Reserve Policy

Effective Date: January 1, 1990

Review Date: June 30, 2015

Overnight reserve materials may leave the library. They must be returned to the library circulation desk before closing time of the library's next business day. A late fee will be charged if materials are not returned on time. Students may checkout 2 overnight items at a time if the items requested are available. Overnight reserve materials may NOT be renewed.

1.5 Seven Day Course Reserve Policy

Effective Date: January 1, 1990

Review Date: June 30, 2015

Seven Day Course Reserve materials are due back before closing time on the seventh day or the next open day. Students can only check out two seven day reserve items at a time. An overdue fine of \$10 per item per day will accrue for late items. A valid Laker ID is required for checking out these items. Seven day reserve materials may NOT be renewed.

2 Procedures

Effective Date: January 1, 2000

Review Date: June 30, 2015

2.1 General Instructions for Faculty

For the purpose of securing needed materials for classes, the following guidelines have been instituted.

- Faculty may place material (library or personal) on reserve for their students.
- Each reserve item must be accompanied by a Reserve Request Form (http://www.clayton.edu/portals/546/docs/reserves_request.pdf) which includes a copyright compliance signature.
- The Board of Regents Policy on the Use of Copyrighted Works in Education and Research (<http://www.usg.edu/copyright/>) explains in detail the rights of copyright holders, which are balanced by limitations on those rights under federal copyright law.

The University System of Georgia also provides a checklist (http://www.usg.edu/images/copyright_docs/fair_use_checklist.pdf) to be used to determine whether an intended educational use of copyrighted material is covered by fair use tenets.

- Include a complete citation with all reserve items. Please be sure to give your students the same citation to aid in efficiently identifying and locating item(s).
- The reserve procedure is automated and items must be processed with a barcode and other identifying stickers. Although these markers are not permanent, there is the possibility of damage to reserve materials. All materials are placed on reserve at the risk of the instructor.
- Reserve items are processed as they are received and are usually available within 48 hours of receipt. Requests that are submitted at the start of the semester may take a little longer to process due to volume.
- Materials may be placed on reserve with the following checkout options:
 - **2 hour** - are due back two hours from the time they are checked out or before the library closes, students are limited to 2 at a time

- **overnight** - are due back before closing on the next day the library is open, students are limited to 2 at a time
- **7 day** - are due back before closing 7 days from the day they are checked out, students are limited to 2 at a time
- To expedite processing, please send your reserve materials with a signed copy of the request form to the attention of Rhonda Boozer, Reserves Coordinator, via campus mail or drop off in person at the Circulation / Reserves Desk.
- All items on reserve will be removed at the end of each semester. Personal items will be returned to the faculty member with library material being returned to the shelf.
- If you wish to remove an item from reserve prior to the end of the semester, please contact Rhonda Boozer to request the removal of items at least 24 hours in advance. Please include your name, course name and number, item(s) and if you would like to pick them up in person or have them delivered via campus mail. Items that have not been de-processed will not be allowed for pickup.
- New paperwork will need to be filled out each semester even if you want the same items to remain on reserve for sequential semesters due to copyright compliance.

2.2 Processing Reserve Requests

The instructor wishing to place items on reserve should fill out a **Reserve Request Form**. These forms are located online at the Clayton State University Library Homepage or at the Circulation Desk. The information on this form is needed so that the item will be accurately placed on reserved, removed, and returned properly. Once the form is completed, the process of prepping the material to be placed on reserve can begin.

2.3 Processing Materials for Reserves

2.3.1 Videocassettes and DVDs

If it is a library owned videocassette or DVD, make sure that the item has been discharged before placing it on reserve. Prepare a spine label using one of the small, removable labels to show course abbreviation, course number and instructor's last name. Also, place a RESERVE sticker on the spine and cover both labels with office tape to secure. When placing the labels on the spine, try to cover the call number to

lessen the confusion for shelving. Place a removable sticker on the front for **TWO HOUR, OVERNIGHT**, or **SEVEN DAY** loan periods.

If a personal copy is being used, do the above steps and attach a **card pocket** inside the box or on the back. Place a **barcode** along the top of the card pocket. If the personal copy is in a paper or unsuitable container, please use one from our supplies and label it for easy recognition.

2.3.2 Books

In the case of library owned books, make sure the book is discharged before putting it on reserve. Preparing books for reserve is very similar to preparing videocassettes or DVDs. The **spine label** is prepared in the same fashion. If the spine of the book should be too narrow for the spine label, place the spine label in the upper left hand corner of the book's cover. Place a **Two Hour, Overnight** or **Seven Day** sticker to identify the item type.

If it is a personally owned book, do the above steps and attach a card pocket to the inside of back cover of the book. At the top of the card pocket, attach a **barcode**. The goal is to include all the necessary information, but to damage the book as little as possible.

2.3.3 Articles

Articles are prepared by first checking that all pages are present and in order. This is especially important to do before they are placed on reserve. However, how the instructor brings the copies to be put on reserve (missing sheets, etc.) should be how the articles are arranged. Pay close attention to the title of the article listed on the reserve request sheet by the instructor. This is how students will be asking for the article. A **front sheet** can be made for the article displaying course, instructor, title and loan type. On the back of the last sheet, attach a barcode.

2.3.3a Binding Machine

Use the **BINDING MACHINE** to secure the article pages with front sheet and protective cover.

The binding machine is used when an article or small collection of papers (8 ½ x 11 only) are needed on reserve. This process keeps the pages in order and bound together. Students should be warned to never attempt to take the pages apart and rebind by hand. This damages the copies and risks the pages being lost.

Check the order and completion of the document.

Create a **front sheet**. Use the template on the shared folder called front sheet.doc. You may use colored paper. (Do not make a back sheet.)

Punch holes in a **few** sheets at a time by sliding the long end of the sheets into the machine (like a three-hole punch) and pull down the large handle. Trying to punch too many sheets at a time will damage the machine.

Once all sheets have been punched, take **two clear sheets** ONLY and punch holes in them. These will be your protective sheets.

Select a **comb** from drawers.

Place the comb with the teeth toward you on the top bar of the machine.

Use the small right handle to hook the comb hoops and stretch the comb. Once the comb is open, you are able to put in the punched sheets. Release the right side handle will push the comb together.

Slide up your bound document and prepare with barcode and pocket (if needed) on the last page (if possible) of the document for security reasons.

2.3.4 CDs and Software

For library owned copies, add a **spine label** of course name and number and instructor's last name to the lower left of the jewel case. Place a **Two Hour, Overnight** or **Seven Day** sticker and **RESERVE** sticker to identify the item type. For CDs or software without jewel cases, use one from our supplies.

If it is personal copy, use your own discretion whether to use the provided case or one from our supplies. Again add the spine label in the lower left hand corner of the jewel case. Place a **card pocket and barcode** on the back of the case. Place **RESERVE** sticker as well as **loan type sticker** to the outside, allowing as much of the title to show as possible.

2.4 Reserves Processing Checklist

- Discharge library owned materials
- Attach spine label with course abbreviation, number and instructor's last name.
- Attach RESERVE and loan type stickers (2 hour, Overnight, or 7 day).
- Card Pocket
- Barcode
- Articles: create front sheet and bind
- Add to Student Reserve list.

- File request sheet in Reserves notebook.

2.5 Reserves Processing Procedures for Library Owned Material

- Apply appropriate sticker to front
- Apply reserve sticker to side and cover the call # with class abbreviation, number, and instructor's last name
- Cover side labels with clear tape
- Click on Voyager icon
- Click on Reserve
- Search for existing list using class abbreviation and number

If a class list exists...

- Right click on reserve item title
- Click on add by barcode
- Scan in barcode
- Right click on new item and choose "On Reserve"
- Column in far right should say "yes"

Finished?

- Click on X

Another item to add – repeat above process.

If a class list does NOT exist...

- Click on cancel.
- Right click in the Reserve record
- On the DROP DOWN menu, choose Create New List
- List name (example: BIOL 1115)
- Effective today's date until the end of the current semester
- Reserve Location: 2 hour, Overnight, or 7 day loan
- Reserve Item Type: Choose Reserves – Lib Use Only, 1 day or 7 day

Link Courses

Right click. Choose "Link Courses"

Choose department from drop down menu

Choose Instructor

Choose course (if course if not listed click on "+" to add)

Choose Section (if needed)

Click on Link

Click on Okay

2.6 Reserves Processing Procedures for Personally Owned Material

These items include articles, books, CDs, or other media that is owned by the professor or instructor to be put on reserve for a short period of time. Whenever an item is small, like a mini disk or a cassette tape, I look for a box to house the item in. On occasion, an ornate book that may be ruined with tape or stickers is brought to be added. In this case, I explain to the instructor that in order for security I will put stickers, etc. on the book. I also try to put the stickers in places that will not harm the book. In the case of DVD or VHS cases that cannot be used with tape, security stickers, etc., DVD or VHS cases are available. When the professor removes the DVD or VHS, I replace our case with the original.

- Apply appropriate sticker to front (2 hour, Overnight or 7-day Loan)
- Apply reserve sticker to side and cover the call # with class abbreviation, number, and instructor's last name
- Cover side labels with clear tape
- Affix a barcode to the item or on the pocket
- Create (if needed) Reserve List for class on Voyager
- Enter item's information into Voyager
- Link list to professor
- Add item to Reserve List on Z drive
- Print fresh copy of that page and update notebook

2.7 Placing an Item on Reserve

Prep item

Log onto Circulation Module in Voyager

Click on Reserves icon (a cabinet of books)

Reserve List Search Window appears

List Name field: Course Abbreviation and number (Nurs 1234)

Pop-up note will appear if reserve list is not found – click ok

To create a new list

Click on Reserves from the toolbar

Choose create new list from the menu

Create new reserve list window appears

List name field: enter course abbreviation and number – instructor's name (for clarification only)

Effective date field: today's date / last day of semester

Reserve location field: select 2 hour, overnight or 7 day loan

Reserve item type field: select Reserves - library use only / overnight/ 7 day

Click ok

To enter a library owned item into the list

Discharge item

Click on reserves from the toolbar

Choose items from menu
Choose add by barcode
Scan the item's barcode

To enter a personally owned item into the list
Click on reserves from the toolbar
Choose items from menu
Choose create and add bib / item
Add bib/ item window appears

3 tabs: bib, holdings, item

Bib Tab

Template field: Book (default), journal (for articles), other (for cd, software, dvd, etc...)
Title field: enter the title of the item
DO NOT CLICK OK

Holdings Tab

Location field: select 2 hour reserves, Overnight, or 7 day
Call No. Type Field: select "Other"
Call number field: Course abbreviation and number
DO NOT CLICK OK

Item Tab

Item type field: click correct choice of 3 (Reserves – Lib Use Only, 1 day or 7 day)
Copy field: enter 1
Item Barcode field: scan barcode
Now you can click OK

Reserve window appears

Item tab
Highlight record
Right click
Choose on reserve from menu

To link the Reserve item(s) to a class
Reserve window open
Right click in the linked courses area
Click on Link Courses
Link reserves list to courses window appears
Department field
Instructor field
Course field

To add a department:
Click on the blue plus sign

Department name field: Name of department (Example: Management)
Code field: abbreviation (Example: MGMT)

To add instructor
Click on blue plus sign
Enter last name and first name

To add course
Click on blue plus sign
Course name field: number of course
Course number field: enter the four letter abbreviation
Click link

If you added a DVD / VHS item you will need to follow these additional instructions:

Log into Cataloging Module
Get Barcode of DVD / VHS item
Click on Record
Click on Retrieve by Barcode
Scan Barcode (the item record will come up)
Click on the Get Holdings Icon
Once on the Holdings Record, click the 007 button
007 – Physical Description Window will open
Click on New
Click on Video Recording Tab
Make sure all the boxes are changed to say No Attempt to Code
Click Apply
Click Save to DB (sailboat) to save
Click on Get Items
Repeat the above steps
Close Record
Exit Cataloging

Notate info on Reserves form
Shelve reserve items
File paperwork

2.8 Editing a Reserve Record

Log onto cataloging module
Click on Search icon
Search window appears
Select Title
Enter title in Search for box
Click Do Search

To edit Title

Correct errors, do not delete cataloging symbol or the letter "a"

Click sailboat to save

To edit call number

Click on get holdings icon

Correct errors, do not delete cataloging symbols or the word "reserves"

Click sailboat to save

To edit barcode

Click on get items icon

Click ellipsis (.....)

Scan new barcode

Click save

To add another copy

Get the Barcode Number from copy #1

Click on Record

Click on Retrieve by barcode

Scan Barcode

Item Record for Copy #1 will appear

Go up to Record and Click on Make a Copy

In the New Record: enter the Barcode number and Change the Copy Number

Click Save to DB (Sailboat) to save

Once added in Cataloging, go back to Voyager and add by barcode to the proper class

To edit item type

Click on get items icon

Select correct item type from the drop down menu

Click sailboat to save

Close all open windows

Exit cataloging

2.9 Deleting a Reserve Record

Print record info using course reserves section of GIL

Log onto circulation module

Click on reserves icon (a cabinet of books)

Reserve List Search window appears

List Name field: Course abbreviation and number

Highlight item needed to be removed

Right click

Choose "remove"

Unlink the course
Highlight the course
Right click in the linked courses area
Choose "Unlink Course" from menu
Click yes to confirm deletion

Delete the list
Select reserve from the toolbar
Choose delete list
Click yes to confirm deletion

Remove all paperwork for the reserves notebook
Return library owned material to the original location
Return instructor's personal materials via campus mail

2.10 Cataloging

Deleting reserve records from cataloging is necessary when you have created a reserve record using the create and add bib/item feature of the reserves module.
Only delete reserve records that you are certain will no longer be on reserve.

First, search for the title of the item or you search by item barcode
Bib record will appear
Open the holdings record
Then open the item record
For each tab: bib, holdings, and item, select record then delete
The cataloging module will verify each delete to insure that you want to delete that portion of the reserve record. (You will select record then delete three times to delete an entire record)
An item that is still attached to a reserve header list or is still actively on reserve cannot be deleted without receiving this warning. You should not delete a record that is still on reserve.

2.11. Reserve Documents

Copies of the Reserve labels and cover sheets can be found on the Z drive under CRM / Reserves.