Course Reserve Policy

Moye Library at the University of Mount Olive

Fall 2019
Table of Contents

Table of Contents ............................................................................................................................................. 1
Purpose ............................................................................................................................................................ 2
Objective .......................................................................................................................................................... 2
Procedure ....................................................................................................................................................... 2
  Approved Reserve Materials .......................................................................................................................... 2
  Placing an Item on Reserve .......................................................................................................................... 4
  Conditions Governing Use of Course Reserves ........................................................................................... 4
    Renewals and Overdue Materials .................................................................................................................. 4
    Removal from Reserve Shelf ....................................................................................................................... 4
    Stipulations on Course Reserves .................................................................................................................. 4
Looking up Course Reserves in the Library Catalog ..................................................................................... 6
Purpose

The Moye Library Course reserve policy provides guidelines and necessary documentation for placing materials on reserve at Moye Library. The establishment of course reserves facilitates greater access to course materials for students at The University of Mount Olive.

Objective

The objective of the Moye Library course reserve program is to:

- Increase access to course materials for students
- Collaborate with faculty in ensuring that students can effectively meet their educational requirements and lifelong learning goals
- Support Moye Library’s mission to provide up-to-date and comprehensive educational resources to University of Mount Olive students
- Enhance Moye Library’s position as a space of education, collaboration, and scholarship by encouraging faculty, staff, and student use of library services

Procedure

Approved Reserve Materials

The professor of each course determines resources available for reserve. Items on reserve are available at Moye Library on a first-come, first-served basis.

Moye Library currently allows instructors to reserve the following materials:

- Print materials currently held by Moye Library
- Instructor’s personal copies of print material

Moye Library maintains course reserves for the use of students currently enrolled in a specific course. Please keep in mind that placing library items on reserve may limit their availability for other students outside of a specific course.

The use of course reserves by current students falls under academic fair use policy, as indicated in federal copyright law § 107: Limitations on Exclusive Rights: Fair Use. **It is the sole responsibility of professors requesting items for reserve to ensure that the reserve request complies fully with federal copyright law and any licensing agreements governing the distribution of the material.** We recognize that our professors hold the same standard of
honesty and trustworthiness stated in the University’s values and depend upon them to make a good faith effort to comply with this law.
Placing an Item on Reserve

1. Submit your request for a course reserve by filling out the digital form on the Faculty Services page of the Moye Library website: (https://moc.libguides.com/fac_serv).
   - Course reserve requests may be submitted:
     - at the beginning of the semester
     - prior to the assignment of the project/assignment requiring the reserve materials

2. If you are submitting personal materials for reserve, please email Library@umo.edu to let us know when you will be dropping off your materials.

3. You should receive a confirmation email regarding your course reserves within 2-3 business days of placing the initial request.

Conditions Governing Use of Course Reserves

- The professor requesting the reserve will set the loan terms, including how long an item will remain reserve, how long an individual may check out the item, and whether the item may be used outside of the library. The default borrowing stipulations for course reserves are in-library use only for a period of 2 hours at a time.
- Students may not check out course reserve materials remotely (email, phone, scan, etc.) or by having a friend, classmate, or other individual request the resource for them.
- The use of course reserves requires a valid student ID.

Renewals and Overdue Materials

- Overdue fines accrue at a rate of $1.00 per hour. A book returned at 45 minutes after the hour will be considered 1 full hour late, resulting in a fine of $2.00.
- Renewals are available for in-library use materials if no one else is waiting to use the material.

Removal from Reserve Shelf

- Moye Library will remove materials from the course reserve shelf at the end of the semester. It is the responsibility of the lending party to arrange for retrieval of materials.

Stipulations on Course Reserves

- Please keep in mind that, while Moye Library tries to protect all of its resources, the library is not responsible for any damaged incurred to personal items while they are on reserve.
- Due to space constraints, Moye Library is only able to reserve items on a first-come, first-served basis.
- Moye Library reserves the right to refuse to place an item on reserve for any
reason at any time, prior to the processing of the course reserve forms. If an item cannot be placed on reserve, we will notify you.

- A course reserve request is complete when the request is approved by the library.
- Course reserves are currently limited to physical materials held by the library and personal copies loaned to the library by instructors.
Looking up Course Reserves in the Library Catalog

All materials on reserve may be looked up using our library searching system, WorldCat Discovery. Instructions for accessing course reserves are below. Please allow adequate time for Moye Library to process the reserve requests into the online course reserve system.

1. Go to the Moye Library homepage. Choose Course Reserves from the green bar at the bottom of the search box.

2. Use the search box to search for course reserves by course or Instructor, Course Name, Instructor Name, Department, or Course Prefix. You may also browse the list and sort by Instructor, Course Name, Department, or Start Date.