

Reserve Policy

The Reserve collections of the James Earl Carter Library provide limited circulation of books and other materials to support the University's teaching activities. Reserve services are available to current faculty and staff who are teaching courses who wish to provide access and/or restrict the loan period on assigned readings in order to make them available to students.

Faculty/Staff:

Placing Materials on Reserve

A Reserve Form is required to process reserve materials. Reserve forms are available at the Service Desk or you can click [here](#) to download the form. Reserves can have loan periods for 2-hours, 24-hours, or 3 days. Course reserves are removed at the end of each semester. If the material is a faculty or staff member's personal copy, it will be returned to them at the end of the semester. If the material belongs to the library, the items will be returned to the collection.

Acceptable Reserve items:

Books:

- Library owned books
- Personally owned books

Photocopies:

- Articles
- Book Chapters
- Other items
 - Sample tests, quizzes, and lecture notes

Media:

- VHS, CD, CD-Rom, DVDs owned by the James Earl Carter Library
- Personally owned commercially produced DVD, VHS, CD, or CD-Rom in original retail packaging.
- Copy of professor's lecture, labeled with professor's name and date of lecture.

To comply with Fair Use, the James Earl Carter Library does not accept these materials for course reserves:

- Materials borrowed from other libraries (GIL Express or ILL)
- Downloads of electronically available materials
- Material printed from the internet

Copyright and Fair Use

The James Earl Carter Library adheres to the University System of Georgia's Policy on the [Use of Copyrighted Works in Education and Research](#).

Students:

Searching and Checking Out Reserves

- Go to the GSW Online Library catalog
- Click Course Reserves
- Search by the name of the Instructor, the Department, or the Course Name to see a list of materials on Reserve
- Request material by the Call Number (Ex. #1, #16, #52, etc.)
- A valid GSW Canes Card or driver's license is required to check out reserves
- Students will be charged a late fee of \$.25 for each hour/day the reserve item is late.

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