

RESERVES FAQ FOR STUDENTS

Gibson D. Lewis Library, University of North Texas Health Science Center

What are "reserves"?

Course reserves are items selected by the instructor for use by the students in a particular course. They are given reserve status to ensure that all members of the class can use them within a limited period of time. **Permanent reserves** are high-use or theft-prone resources that are given reserve status by the library staff.

Where are the reserves?

Physical items are checked out from the Circulation Desk on the second floor. **Electronic reserves** (e-reserves) and course reserve lists are accessed from the home page of the library's website. Instructors can also provide a direct link to their course list from WebCT. To check the location and current status of a course reserve item, select the "Course Reserves" link from the library's home page, then look up the reserve list for your course. From the reserve list, you can link to a catalog record for each physical item to check its location and status.

How long can I use them?

Permanent reserves check out for two hours. Instructors designate the loan period for course reserves: two hours, four hours, 24 hours, or three days. All two-hour and four-hour items must be used in the library. No time limits are enforced on electronic reserves, but please be courteous when linking to one of the library's subscription databases. The number of UNTHSC patrons who can access them at one time is limited, so it's best to download a copy of assigned readings. You can then spend a short amount of time connected to the database, and read the copy at your convenience.

Can I renew a reserve item?

No, renewals are not permitted so that availability can be maximized. For two-hour and four-hour items, there is a required waiting period of 30 minutes before the same person can check out the same item again. For all other items, you must wait until the library opens on the following day.

Will I be charged for returning reserve items late?

Yes, overdue fines accrue at the rate of \$1 per hour.

What is ERes?

ERes is the library's online course reserve system. There you will find lists of all course reserves and can access the electronic items. On the library's home page, look for the "Course Reserves" link.

Do I need a password to use e-reserves?

No password is needed to access the course reserve list from the library website, or to use e-reserves that are not protected by copyright. If you are not on the UNTHSC network, you will be asked to enter your Novell user name and password when linking to subscription resources. Other e-reserve files will be protected with a password that the instructor will give to the members of the class. The password should not be shared with anyone else. If you lose it, contact the instructor, not the library.

Why doesn't the library have one of my required readings on reserve?

Course reserves must be authorized by a department or faculty member. Once a request is received, the library staff must perform several processing steps. Our guidelines call for three days working time during the semester, and one week at the beginning of the semester. If a work is requested that the library does not own, up to six weeks is needed to order, receive, and process it. If you think something should be on reserve but it's not, the library staff will be happy to check its status. If it has not been requested, then you should follow up with your instructor. If it is on order or still being processed, the library staff can estimate when it will be available for your use.