

Library Reserves

This library service is for the convenience of faculty and their students.

Putting Items on Reserve:

- Books from our regular collection can be placed on Reserve if more than one of your students needs to access the book for your class.
- You can choose to have an item checked out for a couple hours or a couple of days. This service puts a limit on the three week standard library check-out term.
- You can put your personal copy of an article, book, or CD on reserve.
- Complete one form for each item to be put on reserve.
- Faculty must personally retrieve items to be put on reserve from the library collection. This safeguards your knowing up front if there is an extenuating circumstance with a particular item.
- We do allow your student assistants to put items on reserve if they have all the information needed to complete the reserve form. It is better that you complete the reserve form prior to sending your student assistant to the library.
- It may take up to 48 hours after you submit the reserve forms for you to view your reserve item on the library web page reserve list. Go to the library home page, and then put your name in the instructor field in: "Library Services – For Students- Course Reserves".
- If your student comes to borrow the item prior to the requested 48 hour processing period, we allow use of the material for two hours while holding their student ID.
- Your personal items will be returned at the end of semester via interdepartmental mail unless your item is on *permanent* reserve.
- Contact the circulation desk if you have any questions.
- We do not allow student assistants to check out items in your name unless you send an email to circulation@stthom.edu.