

Instructions for Placing Items on Reserve

For any questions, please contact Joanna Matlak (x7020) jmatlak@messiah.edu

The Library is glad to place on reserve items from its circulating collection (books, DVDs, CDs, etc.); personal items (e.g., from professor's own library); copies of articles (provided copyright permission is included); electronic reserves (provided the database provider's license allows this; and other materials.

The Library does not place on reserve: Reference books; periodicals; books borrowed from another library (e.g., Interlibrary Loan).

Placing item(s) on reserve:

To place items on reserve, an online Faculty Reserve Form must be filled out for each item and the items must be delivered to the Library's Circulation Desk.

- Professors gather the materials to be placed on reserve (library items, personal materials, etc.). Items from the Library's collection should not be checked out; simply deliver them to the Circulation Desk for reserves.
- For copies (e.g., copies of articles), obtain copyright permission if necessary. Copyright clearance must accompany items submitted for reserve. Reserve items cannot be processed without permission. To obtain permission, contact the College's [Faculty Services Office](#) (x6023). *(NOTE: Generally permission is granted for one semester only. Please plan accordingly if you intend to use the item(s) for more than one semester.)*
- Make appropriate number of copies (*generally should not exceed five copies*). *(NOTE: Library personnel may not make photocopies to be placed on reserve. Faculty members must provide their own photocopies for reserves.)*
- If you are placing an article in electronic format on reserve, please paste the link (URL) in the "Comments" box of your Faculty Reserve Form. *(NOTE: If copyright or licensing issues prevent us from placing an electronic item on reserve, we will alert you promptly.)*
- Fill out a Faculty Reserve Form online:
 - Go to MCSquare
 - Click on the Library Tab
 - Click on "Faculty Reserve Form" link located on left side of page.

NOTE: The reserve forms should be filled out at roughly the same time you deliver the materials to the Library.

NOTE: Hand in all reserve material at the Circulation Desk **two weeks** before intended assignment date. Not every reserve will take 2 weeks to process but some requested books are checked out and needed to be recalled, or are missing and need to be replaced. The beginning of each semester is the busiest time for processing reserves and we handle them on a first come, first served basis. We will do our best to accommodate everyone's needs.

The Library is not responsible for lost or unreturned items.