

Placing material on reserve

1. If you wish to place materials on reserve, please bring them to the Circulation Desk at least 3 days before you assign them to your students and at least 10 days before the first day of the final examinations.
2. For every item to be placed on reserve, a form must be properly filled out (request one at the Circulation Desk). When filling out this form, please observe the following:
 - a. Write the name of the author and the title of the photocopied material to be placed on reserve, the way you wish your students to retrieve it.
 - b. If the item is not needed for the whole term, specify the date by which it may be removed.
3. For photocopies from books or journals, the library needs:
 - a. One copy for use in the Library (Not to Leave the Library).
 - b. One copy, for use outside the library. This copy is needed only if heavy use is expected (1- or 3-day loan).
 - c. One copy to be sent to the Xerox Room.
4. Due to copyright restrictions:
 - a. The library must place on reserve the whole book instead of photocopies of a chapter.
 - b. If an article is available in one of the online databases, instructors should provide students with the citations, or place links to the articles on Blackboard. It should be noted that uploading PDF articles on blackboard is not allowed.
 - c. A stamp stating that the item is copyright protected will be placed on all photocopied articles.
5. Greek materials need to be cleared through department heads.
6. At the end of each term, you will receive a list with all items currently on reserve under your name. Please indicate whether items should be kept on reserve during the following term, otherwise, your materials will be removed from reserve.
7. You will be reminded to collect your withdrawn reserve items by a certain date. All photocopied materials not claimed by that date, will be discarded.