

MACALESTER COLLEGE LIBRARY
RESERVE REQUEST PROCEDURE

Materials may be placed on reserve only by Macalester faculty or their representatives, for courses taught at Macalester.

Early-bird reserve request bonus: If you are submitting your reserve requests before the start of the semester – August 26 is the cutoff date in the fall, January 17 in the spring – you are welcome to submit your course reading list to the reserves coordinator directly; we will retrieve and process books before classes start. Be sure that author, title, preferred edition (if applicable), and length of reserve (2-hour, 24-hour, 48-hour, or 7-day) are listed for each text.

If requesting after the dates mentioned above, the following procedure applies:

1. Use a library-supplied reserve request form for each title to be placed on reserve. Forms are available at <http://www.macalester.edu/library/reserves/> or at the reserve desk in the library. Allow five working days for processing. Requests will be processed in the order received.
 2. Complete all information requested on the form including:
 - Your name, department, course number and course name, including all cross-listings
 - Author and title of item, and call number if library book. Please note if a particular edition is required.
 - Type of reserve (loan period): 2-hour (may be checked out overnight), 24-hour, 48-hour, or 7-day; all items may leave the library, unless you request in-library use only
 - Academic term. Material will stay on reserve until the end of the semester
 3. Send form to Danielle Maestretti, the reserves coordinator, via e-mail (dmaestre@macalester.edu) or at the library reserve desk. We can retrieve materials for you, as long as we have all of the requisite information about the items being placed on reserve (see #2).
- If the library does not own the material you need, you may be able to order a copy for the collection by completing the online acquisitions form found on the library homepage <http://www.macalester.edu/library/accounts/forms/acqform.html>. Because the material is for reserve, it will be rush-ordered, if possible. So, please indicate in the appropriate box that you need the book for reserve.
4. Library periodicals may not be placed on reserve.
Materials from other libraries may not be placed on reserve.
 5. To place personal material on reserve, prepare the form without a call number and return it with the material.
 6. Please observe **copyright** guidelines when requesting that photocopied material be placed on reserve. We will ask you to sign a copyright release form the first time you bring in copied material. The copyright guidelines require complete source citation, including author, title, date and place of publication, on all photocopied or reprinted material; please write this on the first page of the photocopy, or include a photocopy the appropriate citation from the book. No photocopied or reprinted material may be placed on reserve by the same teacher for the same course during a second term, unless permission of the copyright holder is granted. More information on copyright is available at <http://www.macalester.edu/library/copyright/index.html>. Library reserve staff can seek copyright permission for materials exceeding fair use guidelines.
 7. If you wish to provide electronic access to course readings, please contact your AIA for help in loading material into Moodle.
 8. You may check if material has been processed by choosing the ‘reserves’ option on the CLICnet catalog.
 9. Near the end of a reserve period you will be notified that the reserve list will be canceled unless renewed. All reserve books will be returned to the general collection at the end of the semester. Your personal copies/photocopies will be returned to your department, or you may pick them up with advance notice.
 10. We cannot permit faculty to change the contents of reprint folders without processing by library staff, because of strict copyright guidelines.

More information can be found at <http://www.macalester.edu/library/reserves/>