

Reserves Form & Guidelines

University Libraries, University of Memphis

Instructors can make textbooks, syllabi, videos, and supplemental materials such as articles, sample tests, and study guides available for check out to students by placing them on reserve. Items placed on reserve can be checked out at the Checkout Desk using a UofM ID.

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The Libraries is not responsible for damage or loss of any personal material(s) submitted for reserve; several students check out reserve material, therefore damage or loss of items by a student is possible. Each semester, the instructor is responsible for bringing any books, copies, or videos to the Checkout Desk to be put on reserve. Instructors are encouraged to bring copies of articles, chapters, or other reprints in individual folders or binders. Allow 3 business days to process your request; processing may take longer at the start of the semester. If copyright guidelines are met, instructors can place the following materials on reserve: 1) UofM library books, 2) Self-owned books, 3) Copies of articles from newspapers, journals, magazines, and the internet, 4) Videos, CDs, DVDs, Audiocassette Tapes (no commercial vendors or other libraries). Any material other than that listed above may need special approval.

Permanent Reserve

Permanent Reserve provides access to items that require an extra level of security, most often because of their content and format. Checkout options vary from 2-hour to 30-day loan periods. Formats appropriate for consideration in Permanent Reserve include: 1) Sample/ Old Tests composed by instructor, 2) Articles composed by instructor, 3) High-demand titles prone to theft and/or mutilation.

Instructor Name: _____ Date: _____

E-Mail: _____@memphis.edu

Office Ext: _____ Department: _____ Course #: _____

Will you add material to the course in the future? ☐ Yes ☐ No

What type of access should students have to this material?

- ☐ 2 hour checkout (stays in library, can make copies)
- ☐ 4 hour checkout (can leave library, can make copies)
- ☐ 24 hour checkout (overnight, must be returned by closing next day)
- ☐ 72 hour checkout (3 days out)
- ☐ 7 day checkout (extended loan period for classes that meet once a week)