

Placing Items on Physical Reserve: A Guide for Faculty Members

Augustana College offers two types of Reserve Materials to Instructors and Students: Physical (including Term and Instructional) and Electronic. Our physical reserve items must be items that are either owned by the Augustana Library or a professor's personal copies of the item. These items are blocked from being sent out on Interlibrary Loan requests.

PHYSICAL RESERVES:

Term Reserves are the most common form of reserve we have. *These items are held behind the Circulation Desk on a term-to-term basis, and tend to be books or videos that students in a particular class need to complete assignments or prepare for class.* The items are typically checked out for 2- or 4-hour periods, and must be used in the library. At the end of each term, members of the Circulation staff will contact you about whether these materials need to be left up for the next term, or whether they can be returned to the stacks.

Instructional Reserves are held behind the Circulation Desk on an annual basis. *These items tend to be videos and books that instructors need for in-class usage.* They typically have a three-day checkout period for faculty and a 4-hour checkout for students. Students must use these items within the library.

Term and Instructional Reserve Checklist:

- The item is something either I (the professor) or the Augustana College Library owns.
- This item (physical) needs to be on reserve for:
 - 2 hours 1 day
 - 4-hours 3 days

LIBRARY RESERVE MATERIALS

*FILL OUT 1 SLIP FOR EACH COURSE

FACULTY NAME: _____

COURSE: _____ **DATE MATERIAL MUST BE AVAILABLE FOR STUDENTS:** _____

BOOK/VIDEO/PAPER FILE RESERVES

CHECKOUT TIME:

_____ 2 Hours _____ 4 Hours _____ 1 Day _____ 3 Days

MOODLE RESERVES

MOODLE CLASS SITE:

_____ Use existing class site. _____ Create a class site.

LIST UNDER WHICH SECTION:

_____ General "Outline" Section at top of Moodle page
_____ Under Week _____ (fill in 1 – 10)
_____ See attached Syllabus or notes for details

LIST BY (CIRCLE 1): Author Title Both

MOODLE KEY/PASSWORD (REQUIRED FOR COPYRIGHT COMPLIANCE): _____

SUPERVISOR USE ONLY

DATE RECD _____

ITEMS ADDED TO VOYAGER _____ ON RSRV SHELF _____

TERM _____

SCANNED _____ UPLOADED _____

OF ITEMS _____

ARCHIVED FILES REACTIVATED _____