Course Reserves Policy

The Reserve Collection contains textbooks, articles, and other required reading materials to support specific courses for the duration of one semester. Most items are placed on reserve by faculty request, but library staff may also recommend that items in high demand or in support of student success initiatives be placed on Reserve. Items may be print or electronic.

Print Reserves (Daytona Beach)

The Print Reserve collection, located at the Borrow Desk on the third floor, consists primarily of textbooks. Most items on reserve are faculty members' personal copies that they have loaned to the library, and some items are pulled from the library collection at faculty request.

- Faculty may initiate a request to place items on Reserve by filling out the **Library Reserves Request** Form.

- When placing a personal copy on Reserve, faculty may deliver it to the Borrow Desk along with a printout of the Request form. (Please note that personal items will be labeled, barcoded, and sensitized to meet library requirements.)

- The library will return personal copies at the end of each semester or when the faculty member indicates the item is no longer needed.

- For items the library owns, faculty members must fill out and submit the online form. The title, author, edition, and the call number should be entered in the "Additional information" box. Including all the necessary information on the form ensures that library staff can easily and quickly find the needed title and will expedite the processing time.

- In most cases, items will be placed on Reserve within one week of receipt of a request.

- When a library staff member recommends a textbook or reading be placed on Reserve, the library will inform the faculty teaching all sections of the course that the textbook or reading is on Reserve.

Electronic Reserves (Daytona Beach and Worldwide)

This policy outlines the guidelines for faculty, students, and library staff regarding the use of Hunt Library E-Reserves, a platform for electronically accessing course materials.

Faculty Guidelines

- **Requesting Materials:**
  - Submit e-reserve item requests through the following E-Reserves Request Form.

- o Provide clear and complete information, including course name, instructor name, etc.
- **Material Selection:**
  - o Only copyrighted materials the library owns or has permission to use may be uploaded to E-Reserves.
  - o Library staff are available to assist in identifying and acquiring appropriate materials.
  - o Materials must be from the library catalog only.
  - o Use EagleSearch permalinks. The following is an example of a permalink from EagleSearch:
    https://erau.primo.exlibrisgroup.com/permalink/01ERAU_INST/q8gtj3/alma99578771 1105946
    - ▪ If EagleSearch permalinks are not available, please Ask A Librarian or visit the following Permalinks Research Guide for instructions and assistance in creating a permalink.
- **Access and Availability:**
  - o Clearly communicate access details to students in the course syllabus or Canvas.

Student Guidelines

- **Downloading and Printing:**
  - o Downloading and printing limitations may apply depending on copyright permissions.
  - o Specific allowances will be indicated within the e-reserve materials.
  - o Report any issues with e-reserve materials using the following Library Issue Form.

Support and Assistance

- **Material Review and Technical Support:**
  - o Library staff will review all e-reserve requests.
  - o Library staff can assist faculty in finding alternative resources if necessary.
  - o Library staff will provide technical assistance to faculty and students regarding Hunt Library E-Reserves
  - o Report any issues with e-reserve materials using the Library Issue Form.

- **Accessibility:**
  - o The library is committed to ensuring e-reserve materials are accessible to individuals with disabilities.

- To request an accessible version of a PDF, please use the following [PDF Remediation Request form](#).

Contact Information

For questions or assistance regarding Hunt Library E-Reserves, please contact Resource Sharing Librarian Debra Livingston at debra.trogdonlivingston@erau.edu or 386-226-6932.