

## **Reserve Services for Students**

The Canisius College Library provides reserves services in order to help students access materials for course work and research. Course reserves insure that the materials are available to all the students in your courses by limiting check out periods and access to the materials.

### **What types of items are placed on reserve?**

Professors place items on reserve for a multitude of reasons. Some place materials that are used directly in class like textbooks or DVDs. Others place books that students may use for research assignments. Be sure to check with your professor or check your syllabus to see if there are materials on reserve for your class.

### **How do I access the Reserve items?**

Go to “**Search the Catalog for books, DVDs and more ....**” on the library’s website. Search by your course number (Ex HIS321) or your professor’s last name to see what is on Reserve for your course. Write down the call number for the item you need. Take that number up to the single service desk along with your ID card to check the item out. Remember, reserve items cannot leave the library but must still be checked out to you. If a reserve item is checked out to you, you are responsible for that item. Failure to return the item in a timely manner can result in late fees. If the item is not returned, you are responsible for replacement costs.

### **How long can I keep Reserve items?**

The standard loan period for reserve materials is two hours, in library use only. You are only allowed to check out two reserve titles at a time.

### **What are the fines for overdue reserve items?**

Items are placed on Reserve because they are important to the success of multiple people in a class. Therefore, they are a special part of the collection and fines are more severe as others are likely to be waiting to use these items. The fine is \$10.00 per day, no exceptions.

### **One of the items I want to look at is Marked PERMANENT RESERVES in the catalog? What does that mean? Why do I obtain that item?**

Permanent reserve items are a special part of the collection. They include assessments, test books, some DVDs and more. Please ask at the single service desk if you would like to use these materials.

**Who do I contact if I need help?**

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