

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Library Reserves Policy	Page 1 of 2
Policy Number: LIB-ACCESS-106	Supersedes: N/A
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**1. Statement of Policy:**

1.1. This policy is intended to establish parameters for the request and use of the library's reserve materials and consequences for not adhering to these policies.

1.2. Circulation Services is responsible for this policy.

**2. Definitions:**

2.1. Reserve materials are items that have been placed on reserve by an LMU professor for use by students of a particular LMU class.

**3. Policies/Procedures:**

3.1. Requesting materials be placed on reserve

3.1.1. Reserve items may include library-owned books, CDs, video, or faculty members' personal items. Electronic reserves can also be made available through LMU learning management systems' course pages. Books borrowed from other libraries cannot be placed on reserve.

3.1.2. A limited amount of material from non-LMU books can be scanned and posted online in the student course pages with the following limitations:

3.1.2.1. If a book is currently protected under copyright, no more than one chapter per book, or no more than 10% of a book may be made available.

3.1.2.2. One article per journal issue.

3.1.1.3. There is a fifteen item maximum for items that need copyright permissions. Articles from databases are not included.

3.1.1.4. The limit for copyright fees is \$200 total for each permission granted for reserves use.

3.1.3. Requests to place items on reserve should be submitted using the [reserves request form](#). Additional instructions can be found on the WHH Library's webpages.

3.1.6. It is the responsibility of the instructor to ensure that any items scanned and uploaded to LMU learning management systems by the faculty member adhere to copyright laws of the United States.

### 3.2. Using reserve materials

3.2.1. Reserve materials may be checked out by current LMU students, faculty, and staff.

3.2.2. Unless specifically requested by the professor who has placed an item on reserve, all reserve materials are for in-library use only.

3.2.3. The loan period of reserve items varies, but is generally 1 hour, 3 hours, 1 day, or 3 days.

3.2.4. Overdue items will accrue fines depending on their respective loan period (see WHH Library's website for fines and fees).

3.2.5. Lost or damaged items will incur repair/replacement and processing charges at variable rates.