

**University of Maine at Presque Isle Library
Course Reserves Policy**

1. The primary purpose of the reserve system is to make limited supplies of required / supplemental course materials available to students in a timely and equitable manner.
2. A Course Reserves Submission Form must be completed once each semester for each reserve list. This form must be submitted before material can be processed for reserves.
3. A copy of the course syllabus must be submitted for each reserve list.
4. To allow for processing, reserve materials should be submitted a minimum of one week before items are to be assigned, which includes at least 3 days for processing. Reserve material will NOT circulate until processed.
5. Reserve lists are limited to 25 items, with 2 copies per title accepted.
6. All titles will be removed from reserve at the end of the semester unless notification is received that the course is being offered by the same faculty member the following semester. **All photocopied articles and chapters will be removed at the end of each semester unless appropriate permission has been obtained from the copyright holder.**
7. The following items **may not** be placed on reserve:
 - Materials owned by libraries other than the UMPI Library.
 - UMPI Library-owned journals/newspapers/microform.
 - UMPI Library-owned reference materials.
8. The Library reserves the right to limit any one item that may be placed on reserve to 2 copies per title. Class size as well as space considerations and copyright compliance will be carefully considered in making this determination.
9. If you wish to permanently remove items from your reserve list prior to the end of the semester, please call the Access Services Desk, extension 595, a day or so ahead of time so that we may remove the item(s) from our computerized lists.

Thank you for your cooperation.

07/10/02