

Reserve Materials

General Information

Reserve materials are high-demand items that have a short loan period or that are supplemental readings assigned by instructors. They are shelved behind the Circulation Desk on the first level.

Course Reserves: Course-related books, videos and other items put on reserve by instructors for specific classes.

Magazines and Journals: Current issues of some frequently used journals and magazines are kept on reserve. The catalog section of *WebVoyager* (<http://portal.emich.edu>) will indicate if the recent issues of a journal or magazine are kept in reserve.

Eastern Michigan University Documents: Copies of most official EMU publications are kept on reserve. Titles of the documents include "Budget Management Report," "Minutes of the Board of Regents," "Salary Schedule," and "Student Ratings of Instructors and Courses."

Frequently Used Books: Some books, such as test preparation materials and résumé guides, are kept in reserve. The locations of these materials are listed as "Reserve" in our local online catalog.

Borrowing Guidelines

To borrow course reserve materials, you must know your instructor's last name. To borrow other items on reserve (magazines and journals, EMU documents, and other books), you need a printout of their call numbers. Reserve materials are listed in the local catalog section of *WebVoyager* (<http://portal.emich.edu>). If you need help finding the call number of the reserve item you want, stop by the Information Desk.

To check out course reserve materials, you will need your valid EMU ID card. To check out other items on reserve, you need a valid EMU ID card or a state identification card, such as a driver's license. Loan periods are for two hours, 24 hours, three days or seven days, depending on the type of material and how long an instructor wants it to circulate. It is up to the borrower to know the due times and dates of the materials.

When you return reserve materials, please hand them to a staff member behind the Checkout Desk so we can check them in immediately. Because reserve materials are in high demand and need to circulate frequently, the overdue fines are 1¢ per minute per item (or 60¢ per hour per item).

Electronic Reserves

We have an electronic course reserve system in place for our students to access their reserve materials over the Web. Ask your instructors to learn if they are using our electronic reserve system and how you can access it.

Help

If you have questions about our Reserve system, please call us at 734.487.0020 x2140, send us an e-mail at libres@emich.edu, or come by the Circulation Desk.