

LSUHSC-New Orleans Libraries Reserve Policy

The reserve collections at the LSU Health Sciences Center – New Orleans (LSUHSC-NO) Libraries were established to ensure access to resources that are heavily used and to supplement course studies. The collections include, but are not limited to, core health sciences texts, course textbooks, and multi-media. Most books are available online and each library location maintains a print reserve collection behind the circulation desks where library staff members are available for assistance.

Print reserves are restricted to in-library use, however most items are available for overnight checkout with the exception of yearbooks, catalogs, audiovisuals, serial reserves, and personal reserves. Overnight checkout is available starting one hour before the library closes, and materials are due back one hour after reopening. Fines for overdue reserve materials are \$1.00 per hour per item. Some reserves may also be available for extended checkouts for use by LSUHSC-NO faculty. Extended loan periods require approval in advance. Contact your [Librarian Liaison](#) or the [Collection Development Department](#) for assistance with an extended loan.

Library books that are required for a course can be placed on reserve for the semester(s) for which the course is being taught. Each semester, teaching faculty should submit a complete and current book list or syllabus to their corresponding Librarian Liaison or the Collection Development Department. Book lists should be turned in no later than 2 weeks prior to the course to allow library staff the time to process the requests and investigate the purchase of books not already owned by the Libraries. While course books are given priority consideration for purchasing, the Libraries are not able to purchase every book required or recommended for a course. Selection is based on many factors such as budget, availability, format, and usage. Book requests can be submitted online through the [LSUHSC-New Orleans Libraries Purchase Recommendation](#) form. Copies of book chapters, journal articles, or other reproductions are not allowed on reserve due to copyright restrictions.

Library patrons can view a listing of course materials via the [Course Reserves](#) module in the online catalog, INNOPAC. The Course Reserves module is updated using information received from teaching faculty and the Louisiana Board of Regents Act 125 Textbook Adoption Data Reporting Program. If you find that your course information is not up to date, please notify your Librarian Liaison or the Collection Development Department. If updates for courses are not received, the courses will be removed from the system and the books will be returned to the circulating collection.

In the event that the Libraries are unable to obtain a copy of a book needed for a course, a personal copy in print can be placed on reserve. The item will be barcoded and added to INNOPAC for the duration of its use. To place a personal copy of a print book on reserve, complete and print a [Personal Reserve Request](#) form and bring your materials and the form to your Librarian Liaison or the Collection Development Department.