



Course Reserves at University Libraries # 2110.030

INITIAL EFFECTIVE DATE:	LAST REVISION DATE:	RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT
September 2004	February 12, 2021	University Libraries

POLICY STATEMENT

Course Reserves, print and electronic format, keep library or faculty-owned materials in a separate collection for use by students in specific classes. Materials owned by other libraries (including Inter-Library Loans) are not eligible for Course Reserves under any circumstances. All online reserve materials must adhere to copyright guidelines. Only currently enrolled FIU Students with valid IDs are permitted to use this service.

SCOPE

University Community (Faculty, staff and students)

REASON FOR POLICY

To establish policies and procedures with regard to compilation, maintenance, and use of the Libraries' reserve collection.

DEFINITIONS	
TERM	DEFINITIONS
N/A	N/A

ROLES AND RESPONSIBILITIES

The Libraries will provide materials for reserve from the existing collection or by purchase. Textbooks are not generally purchased for reserve use. The Libraries do not accept responsibility for the loss or damage to personal materials placed on reserve. The Libraries assume responsibility for securing copyright permission for reproductions of copyrighted materials through the Copyright Clearance Center when appropriate.

The Reserve Collections are maintained by the Access Services Department.



RELATED RESOURCES

[Course Reserves](#)

CONTACTS

Dean of University Libraries

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HISTORY

Initial Effective Date: September 2004

Review Dates (*review performed, no updates*): January 31, 2024

Revision Dates (*updates made to document*): February 12, 2021



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PROCEDURE STATEMENT

Go to [Course Reserves](#) for complete procedures and guidelines governing the placement of materials on reserve.