**Harold F. Johnson Library Reserves Policy**

**About**

**Course reserves** are Five College owned or instructor provided material that support the teaching and learning at Hampshire College. Reserve items are available to patrons for a short term loan in person at the InfoBar each semester.

**Bookings** are date-specific, in-class screenings of Five College media items. Faculty can schedule a booking by submitting the same online form as reserves.

Please feel free to contact our Reserves Associate with any questions or concerns: Email reserves@hampshire.edu or call 413.559.5764.

**Reserves in print and other physical formats**

Instructors may place required reading/viewing from the Five College catalog on reserve (if available), but not optional or supplemental readings.

**Five College items**

Fill out a [Reserves & Bookings Request Form](https://hampshire.co1.qualtrics.com/SE/?SID=SV_aXoicql2jvin5tz) for the course materials you would like to place on reserve. Please do not submit a hold request through the Five College Library catalog using your login if you plan to put them on reserve. We will request the items for you. Print items can be placed on reserve for the entire semester. Media items can be placed on reserve for two weeks. Indicate your two week period for each media item on the Reserves Request form, and staff will do their best to ensure availability.

**Personal copies**

Instructors may place personal copies on reserve for the semester. Library barcodes and reserve tape will be affixed to each. We will take reasonable precautions to protect and secure these items while on the reserve shelf, but they may become damaged when they are checked out/in use. The Library cannot be held liable for such damage or normal wear and tear. Items will be returned via campus mail at the end of the semester.

**Ordering new items for reserve**

If an item that you wish to place on reserve is not owned by any of the Five Colleges, please [contact your school librarian](https://www.hampshire.edu/library/ask-a-librarian) as soon as possible. Do not include these items on the Reserves Request form.

**Circulation periods**

Instructors select either a four hour circulation period or “open reserve” (in-library use only, located on a browsable shelf on the main floor of the library). Certain collections, such as game items, are eligible for a check out period of 24 hours. Circulation periods are selected on the Reserves Request form and should take into account deadlines and the number of students requiring access.

**Items not eligible for reserve**

* Interlibrary loan items (i.e. items not owned by the Five Colleges)
* Optional readings from course syllabi
* Items from Archives/Special Collections
* Entire issues/volumes of a journal

**Accessing reserve materials**

Current students, staff and faculty may check out up to three reserve items at a time. Please have your photo ID and the item’s call number and title ready.

**Searching reserves**

Patrons can view reserve items in the [Five College online catalog](https://fcaw.library.umass.edu/F/SVUGATUB1DIEA1YU81RKTBRET877DF83GDVBSSH3K7X5LVI2MC-00615?func=find-e-0&local_base=ham30) under the “Reserves” tab. They are searchable by instructor’s last name, course number, course name, department, and item information.

**Renewal**

Patrons can renew their reserve item one time by logging into the Five College online catalog; the same way they would renew a regular library book.

**Overdue**

Reserve items have limited circulation periods. There is a $5.00 per day overdue fine, which immediately posts to a patron’s account once the due date/time lapses.

**Bookings**

**Requests**

Media booking service is now managed by the library’s reserves associate. To schedule an in-class screening of Five College media items, fill out a [Reserves & Bookings Request Form](https://hampshire.co1.qualtrics.com/SE/?SID=SV_aXoicql2jvin5tz) with the *exact* screening date. We will do the rest.

**Pick up**

Circulation staff will handle timing. A hold will be placed on the item in your name, and you will be notified via email when it is ready for pick up at the circulation desk for the screening.