HEALTH SCIENCES LIBRARY AT STRATFORD
RESERVE COLLECTION POLICY

I. DEFINITION and PURPOSE

The Reserve Collection comprises non-circulating Library materials, including both book and non-book items, which support the curricula of all Schools and programs on the Stratford Campus. Reserve items are stored behind the Library’s Circulation Desk.

The purpose of the Reserve Collection Policy is to establish parameters for the use of, and access to, the Reserve Collection of the Health Sciences Library at Stratford.

II. ELIGIBILITY

All primary users, as defined in the User Eligibility Policy (approved by the Library Committee 3/26/92), are entitled to use the Library’s Reserve Collection. Primary users include: a) faculty, students and staff of Rowan University; b) house staff (interns, residents and fellows) of KUH; c) Kennedy medical staff and employees; d) students or faculty on rotation from other medical schools to Rowan-SOM or KUH, and e) members of the public.

III. CIRCULATION

A. In House
   ▪ Users may borrow a maximum of two books at a time, for a period of two hours.
   ▪ Items may be recalled at any time beyond the two hours, if needed by another patron.
   ▪ Rowan or Kennedy user IDs will be held as security for borrowed Reserve materials. Alternate photo ID will be accepted from members of the public.
   ▪ All items must be returned to the Circulation Desk no later than one half-hour before closing.

B. Overnight
   ▪ Users may borrow a maximum of two books for overnight use.
   ▪ Only those titles for which there is more than one copy on Reserve may be borrowed for overnight use. Single copies may not leave the Library.
   ▪ One copy of each Reserve book must remain in the Library for in-house use, except on the evening before an 8:00AM exam, when all copies of a Reserve book may leave the Library.
   ▪ No book will be released for overnight use sooner than one half-hour before closing.
   ▪ Users may not borrow the same book on two consecutive nights, unless the book has not been reserved by one half-hour before closing.
   ▪ Users must sign a release form for overnight books, and must return them no later than one half-hour after opening on the following day (or the next day the Library is open).

C. Fines
   Users who borrow Reserve books for overnight use and do not return them within one half-hour of opening on the following day (or the next day the Library is open) will be assessed overdue fines in the amount of $5.00 per hour/per book for each hour the book(s) remains overdue, up to a maximum of $20.00 per day. The fine for the book(s) will go into effect five minutes after the 30 minute grace period expires (e.g., 8:35AM, 9:35AM, 1:05PM).
   Users who incur overnight overdue fines on two separate occasions will be denied overnight borrowing privileges for the remainder of the current academic semester.

D. Reservations
   Books in the Reserve Collection may be reserved for in-house or overnight use, on a same-day basis. Other Reserve Collection items may be reserved for in-house use only. Users may place reservations in person or by telephone. In-person reservations will take precedence over phone reservations.

(revised 6/12)