

HEALTH SCIENCES LIBRARY AT STRATFORD RESERVE COLLECTION POLICY

I. PURPOSE AND DEFINITION

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

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

II. ELIGIBILITY

All primary users and guests, are entitled to use the Library's Reserve Collection. Primary users include: a) faculty, students and staff of Rowan SOM and GSBS; b) Rowan SOM house staff (interns, residents and fellows) c) Kennedy medical staff; d) employees of KHS; e) students and staff from other Rowan University campuses; f) students or faculty on rotation from other medical schools to SOM or KHS, and g) 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 retained for additional two-hour increments if they have not been requested by another user.
- User IDs will be held as security for borrowed Reserve materials.
- Items may be recalled at any time beyond the two hours, if needed by another patron.
- All items must be returned to the Circulation Desk no later than one half-hour before closing.

B. Overnight

- 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.
- Users may borrow a maximum of two books for overnight use.
- 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 the Library's opening on the following day (or the next day the Library is open).
- 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.

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 overnight use, on a same-day basis. Users may place reservations in person or by telephone. In-person reservations will take precedence over phone reservations. No book will be released for overnight use sooner than one half-hour before closing.