

# 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.