

Reserve Collections

PURPOSE & LOCATION:

The reserve collections at the LSUHSC-NO Libraries (John P. Isché Library and School of Dentistry Library) were established to ensure access to resources that are heavily used by library patrons. The collections include but are not limited to core health sciences texts and required course textbooks. Each collection is located behind the circulation desks where library staff members are available to assist patrons with reserve items.

CONTENTS:

- Course Reserves: textbooks required for current courses and supplemental readings
- Permanent Reserves: the latest editions of core texts in medicine, dentistry, nursing, allied health, public health, and basic sciences
- Nursing care plans—latest editions (Isché Library)
- Nursing history collection (Isché Library)
- Dental Decks and Dental Hygiene Decks (Dental Library)
- Personal Reserves: items loaned to the library by an instructor for current courses
- High use audiovisual materials and DVDs
- CD-ROMs to accompany books (Dental Library)
- Current LSUHSC-NO yearbooks (last 2 years)
- Current LSUHSC-NO Catalog/Bulletin

CIRCULATION:

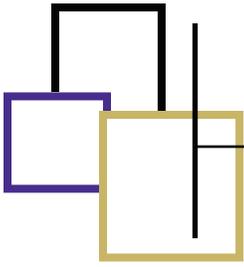
Reserve materials are restricted to in-library use during library hours. Most items are also available for overnight checkout with the exception of yearbooks, catalogs, audiovisuals, serial reserves and personal reserves. Overnight checkout is available starting one hour before the library closes, and materials are due back one hour after reopening. Fines for overdue reserve materials are \$1.00 per hour per item. Some reserves may also be available for extended checkouts for use by LSUHSC-NO faculty. Extended loan periods at the John P. Isché Library must be approved by the Head of Collection Development, Marlene Bishop, mbisho@lsuhsc.edu or the Acting Head of Circulation, Jennifer Lloyd, jlloyd@lsuhsc.edu. Extended loan periods at the School of Dentistry Library must be approved by Head Dental Librarian, Julie Schiavo, jschia@lsuhsc.edu.

COURSE RESERVES:

Library books that are required for a course can be placed on reserve for the semester(s) for which the course is being taught. Each semester, teaching faculty should submit a complete and current book list or syllabus to their corresponding [Librarian Liaison](#). [Book request forms](#) are available on the Collection Development web page.

Book lists should be turned in no later than 2 weeks prior to the course allowing library staff the time to process the requests and investigate the purchase of books not already owned by the libraries. While course books are given priority consideration for purchasing, the libraries are not able to purchase every book required or recommended for a course. Selection is based on many factors such as budget, availability, format, and usage.

Library patrons can view a listing of course materials via the [Course Reserves](#) module in the online catalog, INNOPAC. The Course Reserves module is updated using information received from teaching faculty. If you find that your course information is not up-to-date, please notify your Librarian Liaison. If updates for courses are not received, the courses will be removed from the system and the books will be returned to the circulating collection.



Reserve Collections

PERMANENT RESERVES:

The latest editions of textbooks that are considered core to a field are often placed on Permanent Reserve. It is our standard practice to keep at least one core text on reserve for each field of study. An example of a Permanent Reserve is "Harrison's Principles of Internal Medicine."

PERSONAL RESERVES:

In cases where the library is unable to acquire a book needed for a course, the library can add a personal copy of a book to the reserve collection on a temporary basis. A personal reserve can be submitted to the Circulation staff during library hours by completing a [Personal Reserve Request form](#) available on the Collection Development web page. The item will be processed with a barcode and detection strip, and a record will be added to the online catalog and Course Reserves module. Patron access is limited to in-library use with no overnight circulation. The owner is allowed extended check-out as needed. Items will be removed at the end of the semester(s) as specified by the owner. Owners will then be notified to pick up their resources.

NEW EDITIONS:

The newest editions of textbooks replace the older editions of books on reserve. If an older edition is needed for reserve, we can accommodate that request. Please contact your corresponding Librarian Liaison for further assistance.

NOTE ON JOURNALS AND ARTICLES:

Journals, journal articles, or photocopied reproductions are NOT allowed on reserve due to copyright restrictions.