Reserve Policy

The Richard P. Welsh Library at the NewSchool of Architecture and Design

1. Purpose and Description

1.1 Purpose
The purpose of Reserves at the Richard P. Welsh Library is to facilitate fair access to required course materials. These materials may be from the library's collection or from a faculty member's personal collection.

1.2 Description and access
Physical course reserves are located behind the Library Desk. They check out for two hours, and must be used on campus. Faculty, staff, students and alumni can check out reserves, although priority is given to current students. Reserve items checked out less than two hours prior to closing must be returned to the Drop Box outside the library entrance prior to library opening on the following day.

Questions regarding course reserves should be directed to:
Lucy Campbell, Librarian
619 684 8783
library@newschoolarch.edu

2. Guidelines

2.1 Library Materials
Materials from the library collection must be identified and located by faculty. The NewSchool library catalog can be searched at: http://n94047.eos-intl.net/N94047/OPAC/. Instructors are limited to 5 library books placed on reserve per course.

2.2 Personal Course Materials
Personal materials must be brought to the Library Desk. An Instructor’s Personal Copy form will accompany each item. The form requires the following information:
Instructor’s name, Material title, Course name, and Course number.
Personal items intended for course reserves may be left in the book-drop with a note containing the above information securely attached.

Personal items placed on reserve may become lost or damaged by students. The Richard Welsh Library is not responsible for these items, and is unable to replace them. Please retrieve personal items from the library by the last day of the term.

2.3 Reproductions
All photocopies/other reproductions must include references to the published work. Due to limited space, only one photocopy of any material may be placed on reserve.
Without express desire to the contrary, photocopied materials and duplicates placed on physical reserve will be disposed of at the term’s end.

3. Deadlines:
Reserves are processed Monday through Friday in the order they are received. Course reserves items must be brought to the desk to be processed at least two weeks prior to the date they are assigned.

4. Removals:
Reserve materials will be removed at the end of each term according to the librarian’s discretion, unless otherwise agreed upon following a formal request.

5. Review of Reserve Policy
This policy will be reviewed periodically and, if necessary, updated by the Librarian in consultation with the faculty.