

## **COURSE RESERVES POLICY**

- Faculty may place items on reserve for limited circulation (2 hours, 2 days or 1 week) so that all students have equal access.
- Reserve materials are kept at the Circulation Desk; ask the attendant for assistance.
- Only students with a valid UIW ID can borrow these items.
- Items on 2-hour reserve can be used only in the library.
- All reserve materials are listed in the online catalog under the Course Reserve tab. These items can be found by faculty name, course number or department.
- AV on Reserve: Items on 2-hour reserve can be used in the library. These items are not allowed to leave the building. Please use headphones when viewing/listening to media in the library. Headphones are available at the Circulation Desk.