Reserves Policy

Lyon College instructors may place either library or personal items pertaining to a current course on reserve at the library. Reserve items have an abbreviated loan period to ensure all the students enrolled in the course will be able to access the materials.

Reserve Procedures:

1. Textbooks placed on reserve must be supplied by the instructor of his/her department.

2. Instructors should be mindful of the fact that it can take anywhere from one day to one week to have reserve items ready for student checkout depending on the amount of materials reserved for the class and where the request is in the queue.

3. Place items on reserve for one semester, two semesters, or a semi-permanent timeframe. Checkout times range from 2 hours to one semester.

4. To place an item on reserve, an instructor must fill out and sign a reserve form available at the circulation desk of the library or online at http://libguides.lyon.edu/help