



## ***RESERVE COLLECTION GUIDELINES***

### **COLLECTION MANAGEMENT: RESERVE COLLECTION**

Components of collection management include: collection development, collection evaluation, deselection, and the development of guidelines and procedures related to these activities.

The Library Resources Technician is responsible for managing the collection in collaboration with the Reserve Technicians.

Kwantlen Polytechnic University Library adheres to the Association of College and Research Libraries' recognized guidelines for resource management outlined in Standards for Libraries in Higher Education.

In these guidelines, the term 'collection' refers to all materials held within Library-managed accommodation, and to the electronic resources to which the Library provides access.

### **General Statement of Purpose**

KPU Library offers a separate Reserve Collection at each campus Library.

The primary purpose of this collection is provide short term, high demand material to support teaching and research within the University.

### **Scope and Guidelines for the Collection**

KPU Faculty, Liaison Librarians and Library Reserve Technicians can request that material be added to the Course Reserve collection by submitting a [Reserve Request Form](#). A guide is provided with information for [Placing Materials on Course Reserve](#).

The collection is comprised of both Library catalogued material as well as instructor owned material. At Langley, Richmond and Surrey the material is held behind the Service Counter. At Cloverdale, Course Reserve material is shelved in the open access shelving in the public area.

Items that are unused within a one year time frame will be removed from Course Reserve at the discretion of Library Reserves Staff. Instructor owned material will be returned to the instructor/department.

The Library Reserves Staff may limit the number of same title copies placed on Course Reserve.

# LIBRARY

Material placed on Course Reserve must adhere to Canadian copyright law. Textbooks issued with restrictions such as instructor Edition or Instructor Review Copy cannot be placed on reserve. For more information, see [Copyright Guidelines](#).

## **Borrowing of Course Reserve Material**

The borrowing of the Course Reserve collection is restricted to KPU faculty, staff, and students.

Loan periods vary.

Holds cannot be placed on Course Reserve material.

Course Reserve material cannot be renewed.

Course Reserves should be returned to the campus from which they were borrowed.