

CIRCULATION GUIDELINES

- Books: 3 weeks /1 week grace period.
- Books may be renewed twice provided no one has placed a hold on them.
- Books can be renewed [online](#) through ALEPH.
- Reserve books: 2 hours.
- FAMU I.D. card is required to use Reserve books and faculty materials.

RESERVE GUIDELINES

The course reserve service is open to all faculty in support of teaching activities at the University. The library exercises the right to determine conditions of use or refuse materials for reserve for legal or other reasons. The policies which establish and regulate reserve materials are as follows:

- Type and Amount of Materials

Any faculty member or instructor may place library books, personal books, and articles that are bound on reserve. Due to space limitations, the materials must contain readings required for a class taught during the current semester. All materials must be picked up at the end of each semester. Two or more instructors may request that the same item be placed on reserve at the same time. This item will be indexed under the name and course(s) of each instructor.

- Personal Items

Instructors may place personal books and other materials on reserve. Personal items will be processed and circulated according to standard reserve procedures. The library personnel will label all personal materials so that they may be charged out.

If the library owns the item, the library's copy will be placed on reserve and the instructor's copy returned, unless specifically requested otherwise.

Course notes, answer sheets, student papers, and other unpublished materials should be bound so as to secure and protect contents.

While efforts will be made to safeguard materials, the library will not be responsible for any damages to or theft of personal items placed on reserve.

- Copyright Compliance

Materials that are in compliance with Copyright Policy may be placed on reserve. Compliance may include securing permission from the copyright owner and paying copyright fees as necessary. Assistance for copyright clearance is available from the University Bookstore. These materials must be accompanied by a completed and signed Copyright Compliance Statement.

Please note that submission of the signed Copyright Compliance Statement certifies that the instructor has read, understood, and complied with copyright law and will be held solely liable for any violations of the law.

- Location of Reserve Materials

Materials placed on reserve in Coleman library will be circulated from the circulation desk, during regular business hours.