SHERIDAN
INSTITUTE OF HIGHER EDUCATION

Library Reserve Collection Policy

Policy Area: Library Services

Approval: Executive Principal

Signature: Date: 28/10/2022

1. Purpose

The purpose of this *Library Reserve Collection Policy* is to inform library patrons about their borrowing privileges and loan periods for the Reserve Collection. In most cases, the reserve collection is non-circulating materials.

2. Definitions

- **Library patron:** an individual who is eligible to borrow and use the Sheridan Library.
- **Reserve:** items in reserve are normally in demand and have been selected as part of the course reading, or suggested by the lecturer. These items have loan restrictions (2 hours per item) to ensure fair usage/access for all students.
- **Loan period:** the time period that an item can be lent to a library patron
- **Library Use Only or Not For Loan or Reference or Reserve:** an item status which indicates that the item cannot be borrowed and must be used in the Sheridan Library

3. General Borrowing Guidelines

Most items within the Sheridan Library collection, unless noted as "Library Use Only" or "Not for Loan" or "Reference", or "Reserve" are available for regular circulating/borrowing by library patrons. Borrowing policies vary based on the type of material and library patron. This includes Sheridan Library's reserve collection.

4. Reserve Borrowing Information

4.1. Students:

- Free membership to students studying at Sheridan Institute of Higher Education
- Students need their student card to be able to use the reference materials within the Sheridan Library
- Please note that the status "Reserve" means that the item can only be used within the Sheridan Library.
- Loan period**: 2 Hours (within the Sheridan Library)**
- Renewals allowed: **No renewal**
- Borrowing limit: **2**
- Fines: **No fines**

4.2. Staff:

- Free membership to staff working at Sheridan Institute of Higher Education

- Please note that the status "Reserve" means that the item can only be used within the Sheridan Library
- Loan period: **5 Hours (within the Sheridan Library)**
- Renewals allowed: **No renewal**
- Borrowing limit: **5**
- Fines: **No fines**

4.3. Public Members:

- Reserve materials can only be read in the library
- No borrowing allowed

5. Appendix: Document History and Version Control Record

Document Title: Library Reserve Collection Policy

Source Documents:

Associated Internal Documents:

Associated External Documents

Authorised Officer: Lizelle Smith

Approved by: Director of Library and Information Services

Date of Approval:

Date of Next Review: Dec 2022

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	28/10/2022	Lizelle Smith	