

RESERVE FAQs

WHERE CAN I GET RESERVE FORMS?

Reserve forms are available through the library website at: [Reserves Info](#)

CAN I REQUEST RESERVES BY E-MAIL?

Yes, email [Emily Bullitt](#).

You can also submit requests for books or videos through the library website. Please use the Book-Print Article Reserve Form link below.

DOES THE LIBRARY BUY COURSE TEXTBOOKS?

The library does not support the purchase of textbooks. We will put personal or departmental copies on reserve for your courses. However, we do review the bookstore list and place on Reserve any that we own, and we may order some trade books that we think should be in the collection.

DOES THE LIBRARY OWN SOLUTIONS/INSTRUCTOR'S MANUALS?

No. The library cannot purchase Solutions/Instructor's manuals. If you have a manual that you would like your students to use, please bring it to the library to have it placed on reserve. It will be returned to you at the end of the semester. Reserve forms should accompany all personal copies and photocopies.

DOES THE LIBRARY OWN CASES?

No. Since copyright permissions need to be purchased for each individual who will be using the case, the library does not own any nor can we place any on Blackboard. Cases can be purchased through the bookstore.

WHAT IF I NEED SOMETHING THAT IS NOT IN THE LIBRARY'S COLLECTION?

Along with reserve request forms, faculty are sent suggestion forms for collection development. Requests should be forwarded to your liaison. Books and articles can also be requested through Interlibrary Loan, and they may be available through our vendors for E-Reserves.

WHAT IS THE PROCEDURE FOR VIDEOS?

Same as above.