

DALNET CIRCULATION STANDARDS TASK FORCE

COURSE RESERVES GUIDELINES

Approved by the
Dalnet Course Reserve Task Force

Course reserve records are used to control material for limited circulation periods or in building use as requested by faculty members. These are normally items removed from the library's regular collections and placed in the course reserve location where they may be checked out to users. Some libraries may keep a special collection of materials at their reserve desk as a permanent location, these materials would have this as their collection and type and would not require creation of the instructor/course/title records.

Instructor/course/title records may utilize full bibliographic or "fast add" (brief) records. All records are searchable in the title indexes. The Instructor and Course indexes are used to identify those records on reserve for a particular instructor and course.

1. **Locations:** Items on permanent reserve should be in the reserve location. Items on reserve for a specific course or instructor will be moved to the reserve location when they are placed on reserve. Items on permanent reserve will be in a reserve collection and will have an itype that will reflect the proper loan period even though they are not placed on reserve.

2. Course Reserve Records

2a. **Title /Author** - The author's name and the title is automatically obtained by the system from the bibliographic record for cataloged materials, and from the "fast add" record if the item is not cataloged. Dalnet strongly recommends that the author field be removed from the Reserve Book Room "fast add" view so that authority records are not created. "Fast adds" should have the title/author data entered in the form title / author. These will be indexed. Author information will be accessible via keyword searches.

2b. **Course Name**--Course information shall be entered in the format used by the institution's official course catalog listing.

Course number

EXAMPLE: LIS621

This field is indexed so spacing is critical and will affect retrieval.

EXAMPLE: LIS 621

LIS621 will search differently, be consistent.

A course description may be included at the policy of the institution. This should be the catalog form of the name of the course

Example: LIS 621

Introduction to Technical Services

A group description may be given for courses that form a particular sequence.

2c. **Instructor Record** - The course instructor name should be entered in the format: instructor's last name, ^first name^middle initial. It is recommended that the name be entered from the circulation record for the instructor by using the "copy borr" button at the bottom of the screen.

The instructor's address information need not be copied from the circulation module unless the information is a campus address different from the address in the borrower file.

2d. **Links:** An instructor may have several courses and a course may have several instructors. The same titles may be on reserve for different instructors and different courses.

2d. **Res. Withdr. And Reactiv. Date Fields** - The presence of these dates will determine when the course records will display in the public catalog (Imagine). They are mandatory and must be entered in the form mm/dd/yyyy. Each date should be entered in its proper field on the course reserve record. Unless it is

known that the item will be removed and later replaced on reserve, it is not mandatory to fill in the reactive date field.

Status button: Click the appropriate status button.

The maximum number of copies needed should be completed.

Item Records for Reserve Book Room titles—items to be placed on reserve shall be placed there using the “Flag for Reserve” or “Place on Reserve” buttons on the bottom of the screen. This will save the original location, collection and itype of the item. Staff must fill out the correct itype, location, and withdrawal instructions. A check in note may be added on those items where it is indicated (multiple pieces, loose pages, etc.) at the discretion of the library.

The call type must be completed for the call number to be searchable.

Use of the Reserve Book Room module of Horizon is optional. Dalnet sites that do not need course reserves do not have to use this module.

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