

Book Notes – FAQ’s on Library Reserves Denver Campus Library News

1. My instructor said that the Library has some articles for my class. Where are they?

If your instructor gave the Library material for your class, it would be in the Library Reserve collection behind the Check-Out Desk. Past reserve items have included:

- required textbook for the class,
- additional readings from books or articles,
- copies of videos previously viewed in class,
- supporting materials for a research project, or
- project examples.

2. Is the textbook for my class on Reserve?

All reserve items are entered into the Library Catalog (HELIN). Use the following instructions to search for reserve items.

- Go to the Library homepage: <http://library.jwu.edu> and click on “Library Catalog.”
- Click on “Instructor”, located under “Course Reserves” on the left-side of the screen.
- Type your Instructor’s Last Name (e.g. Moulton), and click Search.
- Click on the appropriate Course Number (e.g. PHIL 3040 JWD) to see a listing of items on reserve for your class.
- Go to the Library Circulation Desk, to check out reserve items.

3. Why don’t you have all of the textbooks?

The library does not purchase the required textbooks for classes. Rather, the library focuses on building the collection with supplemental material that you need for your research projects. Textbooks that are currently in the Reserve collection have been donated by the department or by an individual instructor.

4. How long can I keep a reserve item?

The length of time that you can borrow a reserve item depends on the type of material. Please refer to the chart below.

Type of Reserve	Loan Period	Fine Rate
Textbooks	2 hours	\$1.25 / hour
Articles	2 hours	\$1.25 / hour
Videos (VHS or DVD)	1 day	\$1.00 / day

5. Why do you charge fines? And, why are they so expensive?

Typically, there is high demand for a limited number of resources. The library limits the loan period (see above) so that no single student can monopolize reserve materials. Students who do not return items on time are denying their classmates access to this information. For most people, the knowledge that they are inconveniencing others is not a compelling motivator. Avoiding an overdue fine, however, is much more persuasive. Our fine rates are comparable to other university libraries, such as Johnson & Wales University’s Providence campus, University of Denver, and Auraria Library (the shared library for the Community College of Denver, Metropolitan State College of Denver and the University of Colorado at Denver).