

AIS-R Learning Commons Textbook Reserve Practices and Procedures

What is a Reserve?

Reserves are course materials which teachers place on hold in the Learning Commons for their students to use.

Who may borrow a Reserve?

AIS-R students and other AIS-R community members.

How many books are on reserve?

There are 3 books per course on reserve and available for use at home.

There are 2 books per course reserved for use in the learning commons only.

How do I find a Reserve?

Reserves are kept in the MS/HS Learning Commons.

To check if an item is on reserve, you may ask at the Circulation Desk.

How do I check out a Reserve?

A student ID card is required to check out reserve material. Students must tell Learning Commons Staff which book they require. Learning Commons Staff will retrieve the item.

How long can I keep a Reserve?

Reserve materials can be checked out for 5 consecutive days for use at home. Items can also be used in the Learning Commons.

What are the expectations?

- A limit of two reserve items may be checked out at one time.
- Reserve materials may not be renewed, but if there is another copy available it may be checked out as long as the other is returned first.
- Borrowers who do not return reserve materials on time may be restricted to library use of all reserve materials and are liable for damage/replacement fees.
- If reserve items become overdue during the weekend or school holidays, return the items immediately on Sunday morning or the first day back to school.