

Drake University Law Library Reserve Collection Criteria
(Adopted July 2005; Last revised Oct. 2020)

There are three separate reserve collections in the Law Library:

Name	Location shows as	Shelved at
RESESK	Information Desk	Information Desk
RESERVES	Reserve	Reserve Room
Professor's Copy	Prof. Copy	Reserve Room, R-2

In general, reserve items only check out for in-building use of up to two hours. Most items are placed on reserve when we receive them because they replace a title already on reserve or otherwise seem most suitable for reserve; at times items are moved from another collection to reserve, either permanently or temporarily.

There are six main reasons items are placed on reserve:

1. High level of demand for item

Items that multiple patrons want to use during the same time period are typically placed on reserve. If we note that patrons are having trouble obtaining a title in the stacks or learn of a reason why it might be in high demand (e.g., it was recommended during orientation), we will move the item from the stacks to reserve. As appropriate and feasible, we may also purchase multiple copies, placing some on reserve and some in the stacks.

2. Materials professors specifically want on reserve or recommend

Professors may request that items be placed on reserve for a specific class, activity, or other reason. In addition, they may place a personal copy of a book or other item on reserve as part of the Professor's Copy collection. At times professors and others recommend items to classes, organizations, or other sizable groups without asking that these items be put on reserve. As we are able to catch these situations, these recommended items will typically be added to reserve, at least temporarily.

Procedures:

Faculty can find information about placing items on reserve on the Faculty Services guide, Placing Items on Reserve tab, available at <https://libguides.law.drake.edu/facserv/reserve>. In addition, we typically remind faculty of reserve procedures shortly before the beginning of each semester. Reserves are added to the Alma Course Reserve scope, following the procedures in the Desk Manual. At the end of the semester, the list is reviewed and items that no longer need to be on reserve are returned to the stacks. When the same books are used repeatedly for a course taught every year, they are typically left on reserve. Items that are otherwise not part of the library collection, e.g., article photocopies, are always pulled at the end of the semester.

3. Items for reference work

Some items are kept on reserve because library personnel want easy access to them for reference work. (Note: These items might alternatively be placed in the non-circulating ready reference collection.)

4. Materials that might be stolen

Items that have been stolen or mutilated in the past or are perceived as being at risk or such misuse are typically placed on reserve.

Information Desk, Reference, Stacks, and Technical Services personnel and the director should inform the Circulation Administration Assistant of titles they feel are at risk of theft or vandalism. Some examples include

- Federal and state rules
- Iowa Civil and Criminal Jury Instructions
- Iowa Pleading, Causes of Action and Defenses (La Marca)
- Iowa Practice series
- ISBA manuals
- Sample Iowa Legal Forms

5. Format or other shelving considerations

Many non-book items are shelved in the reserve room due to their format. Many of these items are officially on reserve, so the 2-hour loan period applies. Some are not technically on reserve and can be checked out and taken out of the library. Those that circulate should all be clearly labeled, either on the item or on a sign in the area where the materials are shelved, and the online circulation system will be programmed to indicate the correct loan period.

Alternative formats shelved in the reserve room include:

- Flashcards (current 2-hour reserve at Desk; older 1-week loan, in reserve room)
- DVDs and video cassettes (in a two-tier collection: some reserve and some check out)
- CD-ROMs
- Audio cassettes
- Floppy Disks
- Photocopies of articles

6. Multi-volume sets and certain series of materials

When volumes in a multi-volume set are placed on reserve, typically the entire set is placed on reserve. Similarly, when the most recent editions of a series are kept on reserve, all of the most recent titles in that series will be kept on reserve, even if a title or

two within that series would not otherwise meet other criteria for placing items on reserve. Series designated to have the most recent edition on reserve include:

- Many study aids (A detailed list of study aid series on reserve is maintained by the Collection Management and Metadata Librarian: Study Aid Processing Procedures document.)
- Unbound journals and papers (excluding browsing materials)
- Iowa NBI titles

General Weeding Criteria

- We weed the reserve collection periodically, primarily when we need to create additional space.
- If a reserve item has not been checked out in the past two years, it will be removed from reserve unless there is some other reason why it should be kept on reserve.
- Faculty teaching in the subject area should be notified before removing any multi-volume treatises and advised if the treatise is available online.