Reserves Circulation Policy and Process
(June 2012)

The Maguire Medical Library reserves collection is located in the library office area to facilitate checkout procedures. Checking out reserves books allows us to track their usage, make better-informed decisions about our collection, assure equitable access to reserves collection resources, and potentially minimize the loss of valuable books.

Items in the collection may be checked out from 8am to 5pm to patrons with circulation privileges, and also overnight to College of Medicine (COM) faculty, staff, and students. If a book has been checked out, another patron may request it at the service desk. When the book is returned, service desk staff will check it out to the patron who requested it. Books may be checked out to the same person again only if no one has requested them.

Reserve books checked out **Mon-Fri 8am–1pm are due in 4 hours.**

Reserves books checked out **Mon-Fri 1:01- 4:45pm are due when the library closes.** If a COM borrower wants to keep a book and return it during the first hour of the next staffed day, the staff member follows the Reserves Collection Checkout Instructions (located under the desk pad at the circulation station).

During the first hour of library services each day, service desk staff members review the re-shelving cart for returned materials and the Reserves: Checked Out folder to determine if all materials have been returned promptly.

- If items are not returned on time, an email reminder is sent;
- If no response from the borrower, privileges for all library materials may be revoked;
- If book is not returned, reimbursement for the book will be requested.

The service desk staff tracks returns on a regular basis. If a general pattern of late returns develops, the fine schedule that the main FSU Libraries has determined to be effective ($3.00/hour; maximum $30.00) will be implemented.