Maguire Medical Library
Reserves Collection

The Maguire Medical Library reserves collection consists of required and recommended College of Medicine course books and DVDs and is located in the library office area.

Borrowing Reserves Books
Books in the collection may be checked out from 8 a.m. to 5 p.m., Monday to Friday, to FSU students, faculty, staff, and other patrons with borrowing privileges.

<table>
<thead>
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<th>Reserves books may be checked out Monday through Friday</th>
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<tbody>
<tr>
<td>Time of Check-Out</td>
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<tr>
<td>8:00 a.m.-1:00 p.m.</td>
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<tr>
<td>1:01 p.m.-4:45 p.m.</td>
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</tbody>
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Borrowing Reserves DVDs
DVDs in the collection are in-library use only 8 a.m. to 5 p.m., Monday to Friday, to FSU students, staff, and other patrons with borrowing privileges. Active and retired faculty may borrow DVDs for three days.

Renewing Reserves Items
If there is no hold on an item, patrons can borrow a reserve item again in person or by contacting the library before the due date at medlibrary@med.fsu.edu or 850 644-3883. Items can be renewed once. Overdue items cannot be renewed and must be returned immediately.

Placing Reserves Items on Hold
If an item is checked out, another patron may place a hold on the item in person, or by contacting the library at medlibrary@med.fsu.edu or 850-644-3883. When the item is available, service desk staff will email the patron to pick it up.

Returning Reserves Items
Reserves items can be returned to the medical library book drop, service desk, or any campus library location.

- If items are not returned on time, an email reminder is sent;
- If items are not returned within 24 hours, the borrower is responsible for full reimbursement of the item, including public performance licenses, in addition to a $25 processing fee;
- If there is no response from the borrower, borrowing privileges for all library materials may be revoked. The borrower may be blocked from course registration, graduation, and/or separation benefits until the item is replaced and/or all fees are paid.