

# You Can't Do That!:

## Library-Initiated Textbooks on Reserve Programs

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### The Goal:

To assist students who are unable to afford their textbooks or whose financial aid situation prevents them from making the purchases until several weeks into the semester. We are also giving all students an opportunity to make use of their required texts while on campus (i.e., to work on assignments between classes). The program can also assist students who add a course late in the semester and need the textbook in a hurry to catch up on assignments. Our intention is to make these materials for learning as widely available as possible, which is certainly a part of the library's mission.

### Planning and Implementation Questions:

1. **Who could participate in the planning?**
  
2. **How should decisions be made throughout the process?**
  
3. **What criteria are used to decide on a course's inclusion in the program?**
  - a. **Nature of the course** (Miami Plan course or other introductory level course)
  - b. Significant **projected student enrollment** as determined by the number of sections offered and maximum enrollment limits in each section
  - c. Use of a **single textbook for all or most sections** offered for the course
  - d. **Nature of the texts** (only required texts will be purchased; no study guides, lab manuals, workbooks or other related materials included)
  - e. Publication of a **new edition of the text is not immediately pending**
  
4. **Where does the money come from to purchase textbooks and how are they procured?**
  
5. **What type of reserve and what loan period should be used for the texts? How will texts be physically processed and organized?**
  
6. **What type of marketing or PR effort should be undertaken in support of the program?**
  - a. Web page for the program
  - b. Posters across campus/banners on the library
  - c. Bookmarks distributed at each checkout and to all attendees at library instruction sessions
  - d. Announcement on the library's blog
  - e. Email to various campus-wide listservs
  - f. Attended various campus committee meetings to promote the program
  - g. Student and faculty word of mouth

## 7. How should usage be tracked?

## 8. Are there copyright issues to be considered?

### Results so far:

MU Hamilton: 37 courses with textbooks on reserve; 305 circulations since January 2007

MU Middletown: 63 courses with textbooks on reserve; 361 circulations since September 2006

### Resources for more information:

Our PowerPoint presentation and handout: <http://www.users.muohio.edu/burkejj/alao2007/>

Miami University Hamilton ([www.ham.muohio.edu/library/texts\\_on\\_reserve.htm](http://www.ham.muohio.edu/library/texts_on_reserve.htm))

Miami University Middletown ([www.mid.muohio.edu/library/textbooks.cfm](http://www.mid.muohio.edu/library/textbooks.cfm))

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