

approved, Dalnet Circ Committee  
11/18/97

## **DALNET CIRCULATION STANDARDS TASK FORCE**

### **COURSE RESERVES GUIDELINES**

Course reserve statements are used to control material for limited circulation periods or in building use are requested by faculty members. These are normally items removed from the library's regular collections and placed in some special location where they are checked out to users upon request. Some libraries may keep a special collection of materials at their reserve desk as a permanent location, these materials would have this as their location and would not normally require a course reserve statement. Course reserve statement may be attached to linked or unlinked item records and will display to users who search using the choice of **CR**.

1. **Location Codes:** Items on permanent reserve should be in their proper location. Items on course reserve should be in either the location used by that library for reserve materials or in a temporary location in order to display the proper location of the reserve item to the user.

#### **2. Course Reserve Statements**

##### **a. Author name/Title**

The author's name and the title is automatically obtained by the system from the bibliographic record for linked items, and from the item record if the item is unlinked. Unlinked item records must contain data in these fields, entered according to DALNET's standards for data entry for these fields or the item will not be searchable by author or title.

##### **b. Course Field**

Course information should be entered in the format used by the institution's official course catalog listing. The two character NOTIS institutional code shall be used as a prefix for the course number. There is a 15 character limit in this field. The format for entry shall be: Code^course number  
**EXAMPLE:**

**WS LIS621**

This field is indexed so spacing is critical and will affect retrieval.

##### **EXAMPLE:**

**WS LIS 621**

**WS LIS621**

will search differently, be consistent.

##### **c. Instructor Field**

The course instructor name should be entered in the format: instructor's last name^first name^middle initial. There is a 20 character limit to this field. Commas between the last name and the first name should be omitted to save space. If there is insufficient space to enter the instructor's name, the first name may be shortened or omitted. This field is searchable.

**d. Beginning and Ending Date Fields**

The presence of these dates will determine when the course records will display in the public catalog (LUIS). They are mandatory and must be entered in the form mm/dd/yyyy. Each date should be entered in its proper field on the course reserve record.

**e. Action Date Field**

This field is optional, but inserting a date in this field will cause the item to appear on a report to alert staff that the item should be reviewed.

**3. Expired Reserve Statements**

Beginning and ending dates in the course reserve statement determine the display of the record in the public catalog. DALNET member libraries may use their best judgment regarding the retention or deletion of item subrecords on a case by case basis.

**4. "Other" Statement**

The line/statement marked "other" may be used for additional instructors or additional course numbers.

**5. Multiple Course Reserve Statements**

NOTIS allows multiple course reserve statements to be appended to a single item record. DALNET libraries may select this as their preferred method for handling multiple instructors and multiple courses using the same materials.

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