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GUIDE TO RBR

WHAT? RBR - RESERVE BOOK ROOM
Books are collected here for assigned reading. They are shelved in a closed stack section.

WHERE? Room 302 - (Third Floor) - Forsyth Library.

WHY? To provide the books your instructors assign for required or recommended reading.

HOW? HOW ARE BOOKS PUT ON RESERVE?
Instructors arrange with the Library to place in RBR the books they intend to assign. In most cases these books can then be borrowed only through RBR.

HOW DO YOU LOOK UP A RESERVE BOOK?
Look in the RBR AUTHOR CATALOG, where the book will be listed by the Author's last name,

OR

Look in the RBR COURSE CATALOG under the name and number of the course in which the book was assigned.

HOW DO YOU TAKE OUT A RESERVE BOOK?
From the information on the catalog card, fill out a call card. Be sure you have included:

1. Complete call number
2. Author's last name
3. Title of the book
4. Your own name and address

RESERVE BOOKS
(For use in Reserve Room)

Call No.:  : Due:

(SAMPLE)

Author:

Title:

Borrower:
Name:
Address:
You may take out only one Reserve Book at a time.
For a Reserve Book present a filled-out call card with your I.D. card at the RBR circulation desk.
If the book you want is out you may place a HOLD on it at the RBR return desk.
All Reserve Books may be checked out ½ hour before closing time, but must be returned by 9 a.m. the next day.
All Reserve Books may be checked out ½ hour before closing time on Saturday and returned by 9 a.m. the following Monday.

HOW LONG MAY RESERVE BOOKS BE USED?
For a RESERVE BOOK the exact time your book is due is stamped inside the back cover when you take it out.
A ONE-HOUR or TWO-HOUR book is charged for one or two hours, as calculated from the next hour, due exactly on the hour - for example, a TWO-HOUR book taken out at 3:05 p.m. is due at 6 p.m.
A DAY RESERVE book may be taken out at any time during one day and is due before closing time on the due day.
A SEVEN-DAY book may be taken out at any time and is due before closing time seven days after the date taken out.
It is your responsibility to know WHEN your book is due and to return it ON TIME. Failure to receive an overdue notice does not exempt a borrower from fines incurred on overdue books.
HOW MUCH DO RESERVE BOOKS COST?

The FINES for RBR books returned late, or lost, are very heavy and are strictly enforced. Days and hours the Library is closed are counted in computing overdue fines.

EXAMPLE

FINES ON OVERDUE HOUR
RESERVE BOOKS

1 hour overdue .............. $ .25
2 hours overdue .............. $ .35
3 hours overdue .............. $ .45
and so on every hour to a maximum of $3.00.

Complete Library fine schedules are posted in the Library.

EXAMPLE

FINES ON OVERDUE DAY AND WEEK RESERVE BOOKS

1 day overdue .............. $ .25
2 days overdue .............. $ .50
3 days overdue .............. $ .75
and so on at $ .25 more every day to a maximum of $3.00.

Complete Library fine schedules are posted in the Library.

If another student is late in returning a book which you must read, you will understand the reason for heavy fines!

HOW ARE RESERVE BOOKS RENEWED?

RBR books are renewable if there are no holds on them at the time the request for renewal is made. All renewals are made for periods identical with the original loan period of the particular book. Renewals must be made in person by presenting the books at the RBR return desk.

HOW ARE RESERVE BOOKS RETURNED?

All Reserve books must be returned to the RBR at the time they are due or they are considered overdue and are subject to fine.

HOW TO SUCCEED IN RBR

1. Take time at the beginning of your University career to familiarize yourself with the facilities and services offered by the Library and the rules and regulations governing their use. For general information and assistance in learning to use the Library inquire at the Reference Desk which is located in the Reference Room on the second floor of Forsyth Library. Other orientation leaflets are available there to help you.
2. Try RBR FIRST for assigned reading.  
   Books mentioned in your classes are almost certain to be in RBR. You will save time and effort by going directly to the RBR catalog.

3. Read your assignments early.  
   If you wait until the last day before the examination, you may find that "All copies are OUT."

4. Use HOUR Reserve Books in the Library to avoid the risk of overdues.

5. If you can't get the book you want when you want it ask at the RBR return desk about placing a "HOLD."