



# Guide to Woodward Reserve

Woodward Reserve, located beside the main floor Circulation Desk in the Woodward Library, has required and recommended readings for courses in Biology, Botany, Dentistry, Forestry, Land & Food Systems, Medicine, Nursing, Nutrition, Pharmacy, Zoology, and related subjects.

## 2 HOUR / 1 DAY / 3 DAY RESOURCES

These items are arranged by call number on the Reserve shelves. Please help yourself.

## COURSE MATERIALS

Photocopies of readings are kept in folders on separate shelves. They are filed alphabetically by course name and number and by author and first title word within each course. Please help yourself.

## LOANS\*

2 hour loans: items borrowed 2 hours before closing are due next day, one hour after opening

1 day loans: due at closing time the next day

3 day loans: due at closing time, 3 days from signout date

*\*Available to students and faculty only*

*\*Please verify opening and closing times of the library as hours vary from term to term*

## FINES

2 hour loans \$1/hour to a maximum of \$30 per item

1 day loans \$5/day to a maximum of \$30 per item

3 day loans \$5/day to a maximum of \$30 per item

*Fines accumulate during opening hours until materials are returned to the Circulation Desk*

## RENEWALS

Reserve items may not be renewed.

## REQUESTS

**(for materials out on loan)**

No requests accepted. Items are on a first come first served basis.

## COPY MACHINES

Copy machines are located in Reserve and on all floors of the library. All machines require copy/print cards. There are no coin-operated machines in Woodward Library.

