



USAHS Library Reserve Textbook Policy

The University of St. Augustine for Health Sciences (USAHS) library is an academic library that exists to support institutional learning outcomes by supplying information products and resources relevant to the curricula of the USAHS programs, among other methods of support (see the library's [Mission Statement](#)). To this end, collection development decisions are made based on the best use of finite resources to benefit students and faculty. According to the official University student handbook, "textbooks are the responsibility of the learner" in courses with required textbooks. Required textbooks are thus a lower priority for the library than supplemental resources that students are not expected to purchase on their own. Furthermore, we do not consider providing students with their required textbooks to be a function appropriate for academic libraries.

USAHS library copies of required textbooks, both in print and electronic formats, are not a substitute for students purchasing their own copies of required books. The library's copies should be considered back-ups only. Students who rely on library copies (physical or electronic) as their only access to required textbooks are often disappointed when those books are not available because someone else is already using them.

PRINT COPIES OF REQUIRED TEXTBOOKS

The USAHS library is committed to providing access to one print copy of every required textbook for courses in first-professional programs at each campus. These texts are available for students, faculty, and staff to check out for two hours at a time, and may not be taken off-campus. Reserve Textbook loans can be renewed, in person with the textbook in hand, up to two times, as long as there is no waitlist for the book. Students who return Reserve Textbooks late when there is a waiting list for that book are charged \$1 per hour overdue, up to the cap of \$10 per item per instance. Partial hours are rounded up.

A campus library may have more than one copy of a required textbook if additional copies are donated. These additional copies may be a part of the Reserve Textbook collection or the Circulating Books collection at the discretion of the campus librarian. Campus libraries will not purchase more than one copy of a required textbook.

Faculty members who add or remove a textbook from the required list for their course should let their campus librarian know as soon as possible. Otherwise, the campus librarian will base purchases on the textbook list made available before the start of each term.

When a new edition of a required textbook is published, the campus librarian will purchase the new edition for the Reserve Textbook collection. The older edition will be moved to the

Circulating Books collection, allowing students, faculty, and staff to check it out for a longer period of time – 14 days for students and 60 days for faculty and staff.

If a book is included in the Reserve Textbook collection at any campus library, it is not eligible for exchange between campuses or to be shipped to distance education students, even if there are copies of the book in the Circulating Books collection.

ELECTRONIC COPIES OF REQUIRED TEXTBOOKS

The USAHS library strives to provide access to eBook copies of required textbooks when possible. However, this is limited by the availability of the titles as eBooks and through the eBook platforms we utilize. Sometimes, publishers do not make a certain title available in eBook format at all, either to libraries or to individual customers. Even titles that are available for individual customers to purchase as eBooks may not be available for libraries to purchase.

When the library does purchase eBook copies of required textbooks, usage of these copies may be limited by requirements set by the publisher in terms of downloads, number of concurrent users permitted, and the number of pages allowed to be saved or printed within a single session.

Faculty members who would like to provide electronic copies of required texts to students in a course or integrate eTextbooks into courses are encouraged to make those arrangements through the USAHS academic department and the publisher directly, rather than rely on a library eBook copy. When students are required to read one or two individual chapters of a book and not the entire text, faculty members may link students to the chapter online through the library, or download or scan the chapter from a library copy to post within the course (assuming the book is covered under the University's [Annual Copyright License](#)).

Approved by the Library Committee, March 2017

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