



**St. Thomas University Law Library strives to provide the law schools student body and staff with reserve collections that include the most recent editions of high demand materials. The library maintains three separately located reserve collections. The Course Reserve collection is located behind the reference desk and the materials are organized by Professor's last name alphabetically. The Study Aid Reserve collection is located behind the circulation desk. The Permanent Reserve collection is located in the law library reserve reading room. Upon entering the library the Reserve Reading Room is to right of the entrance and directly through the glass doors.**

### **Course Reserve**

Course Reserve includes resources placed on reserve upon request of a faculty member who is teaching a course during the semester. The materials on reserve may include books, journal articles, and photocopied materials. A/V materials held on course reserve are not openly accessible to the students and a request for these items must be made at the circulation desk. Items on course reserve are the type of materials that the faculty believes are necessary and at times even required for the course yet they do not wish to require the students to purchase the item. Due to the high demand of these types of materials Course Reserve materials do not

circulate outside of the library and have a limited check out period of four hours. All course reserve items must be checked out prior to use.

Course Reserve materials can be located in the St. Thomas University Law electronic catalog TomCat under the course reserve search screen. The most efficient way to search for course reserve material is by selecting the professor or course name in the dropdown menus on the screen.

### **Study Aid Reserve**

Study Aid Reserve houses current editions of selected study aid materials. These resources are shelved by call number and located at the Circulation Desk. Please provide the call number of the item you are interested in checking out to the circulation staff. Study aid reserve materials are available for check out to students for a four hour loan period and can be removed from the law library.

### **Permanent Reserve**

The Permanent Reserve Collection includes the most highly sought after materials in the law library. Some of these materials are hornbooks, nutshells, popular treatises, legal reference materials and classic works. Most Permanent Reserve materials circulate for four hours and can be removed from the library. Multi-volume sets housed in Permanent Reserve do not circulate.