

# VISUAL ARTS LIBRARY

## Course Reserve Policies

The purpose of the reserve collection is to ensure that required readings are available to all students. In order to accommodate high volumes of reserve materials that are processed each semester, please take note of the following:

### Placing Items on Reserve

Please complete the “Visual Arts Library Reserve Form” with all information on your materials and return it to the circulation desk with the items you are requesting; or submit your request on-line using our digital submission form, available here:

<http://intranet.schoolofvisualarts.edu/ReserveForm/reserve.html>

Please limit reserves to required readings only (25 items per course at any one time).

Items can only be placed on reserve for the current semester. All items will be removed at the end of each semester.

Forms with missing information will be subject to delayed processing.

Reserve requests are processed in the order we receive them. Processing may take up to five working days in some instances, please turn in your materials as early as possible.

If you would like to place your personal item on reserve, please write your name on the item, personal reserves will be barcoded and held at the circulation desk.

To put a non-circulating VHS/DVD on hold for a specific date, please call us (212) 592-2660 or stop by the library two weeks in advance.

You may review your reserve list online via VISION at: <http://vision.schoolofvisualarts.edu>

VISUAL ARTS LIBRARY  
380 Second Avenue at 22<sup>nd</sup> Street,  
2<sup>nd</sup> Floor New York, NY 10010-3994

Tel. 212.592.2660  
[sva.edu/library](http://sva.edu/library)  
[svalibrary.wordpress.com](http://svalibrary.wordpress.com)  
[myspace.com/svalibrary](http://myspace.com/svalibrary)