

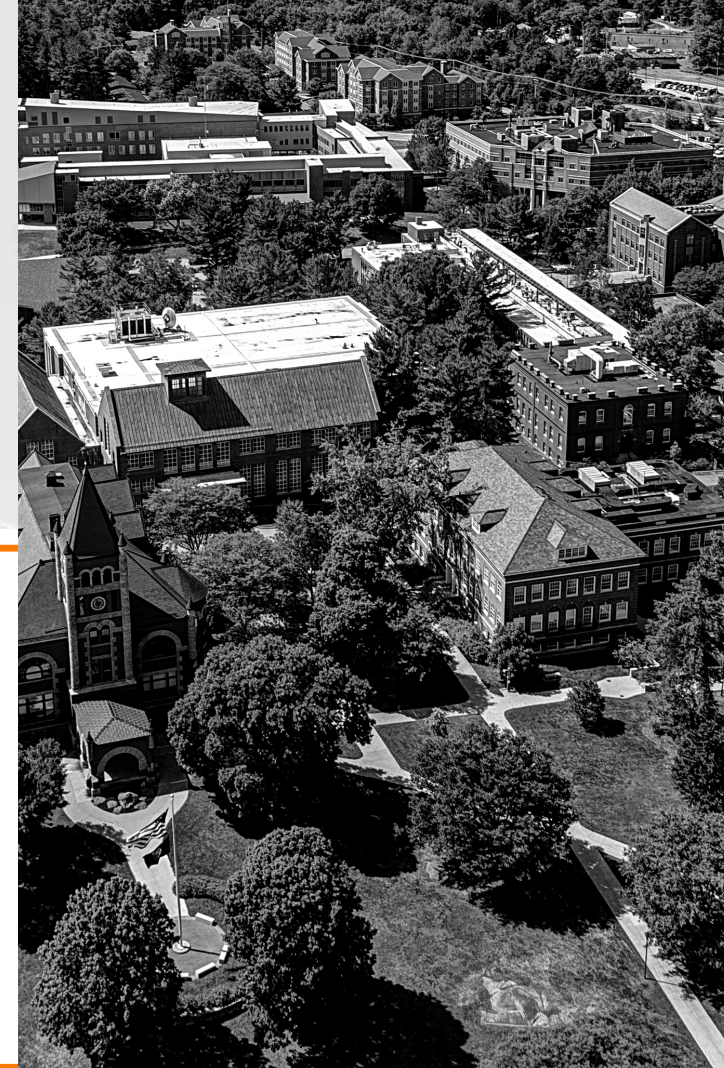
REQUESTING A RESERVES PURCHASE

To request the library purchase an item for reserves, please contact Course Reserves at dimond.reserves@unh.edu or contact your subject librarian. The library will purchase titles as multiple-user ebooks whenever possible. As a general policy, the library does not purchase textbooks. Please keep in mind it may take several weeks to receive and catalog new items



CONTACT US

603-862-1535
Library@unh.edu
Dimond.Reserves@unh.edu



RESERVING SPACE

Dimond Library has a variety of spaces available for faculty including library instruction rooms and faculty meeting spaces. Conference rooms are reserved online using the UNH Event Services Portal up to 6 weeks in advance. Requests will be reviewed and a response will be sent within two business days. For more information please visit our website under Services -> Spaces to Study & Work.

DIMOND LIBRARY

INFORMATION SERVICES
FOR FACULTY

PROXY BORROWING

You can designate another person to borrow items on your behalf. To authorize a proxy borrower please email library@unh.edu from your UNH email address.

Be sure to include:

- Your name and department
- Name of your proxy
- Expiration date of the authorization



CLASSROOM SHOWINGS

To set up a classroom showing of a library-owned item, place a request for it through the online catalog. The item will be pulled from the collection and placed on hold for you or your designated proxy before the date of your showing. Items are held at the Dimond Library Information Desk on Level 3.

Be sure to check Kanopy for streaming options; UNH.Kanopy.com

Questions regarding classroom technology capabilities should be directed to Academic Technology (603-862-4242).



COURSE RESERVES

Required readings can be placed on reserve to be made available for a large number of students. Library-owned items and personal copies can be put on reserve. Items on reserve in Dimond Library have a limited circulation time and cannot be renewed.

Dimond Library currently offers the following reserve times:

- 4 hour - \$1/hr late fee
- 1 day - \$5/day late fee
- 3 day - \$5/day late fee

To place items on reserve:

- Check the online catalog to see if the Library owns the item.
- Submit online form or stop by the Circulation Desk to fill out paperwork and drop off personal copies.
- Be sure to include desired circulation time.

Please place all requests at least 2 weeks in advance to have materials set aside. **WE CANNOT GUARANTEE AVAILABILITY OF LIBRARY-OWNED ITEMS WITH LESS THAN 2 WEEKS NOTICE.**

More information about course reserves can be found on our website under Community -> Faculty -> Reserves Guidelines