

# The College of Saint Rose

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392 Western Avenue, Albany, NY 12203

ph:518.454.5181 fax:518.454.2897

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## NEIL HELLMAN LIBRARY: POLICIES

### Library Course Reserves: Policy on Materials from Other Libraries

The Neil Hellman Library does not place interlibrary loan materials or items borrowed from other libraries on course reserve.

Faculty are encouraged to make purchase requests for items not in the Neil Hellman Library or Patricia Standish Library collections. These titles will then become part of the permanent collection and be available for course reserves.

Requests can be made directly to the Library Director or via a web-based form.  
(<http://library.strose.edu/recommendations>)

While we suggest eight weeks of advance notice to purchase and process materials, we will try to accommodate last-minute needs from faculty.