



Robert L. Carothers Library & Learning Commons
15 Lippitt Road, Kingston RI 02881

TO: ALL URI FACULTY MEMBERS
FROM: LIZ SMITH
LIBRARY RESERVES
liz_smith@mail.uri.edu

DATE: October 1, 2009

SUBJECT: RESERVE LIST

DEADLINE DATES: 15 Days BEFORE the SEMESTER STARTS. *If you wish for your materials to be on reserve for the following semester also, please fill out and sign two request forms.**

Please be aware that material must be submitted to this office by the deadline, otherwise there may be an approximate wait of **UP TO TWO WEEKS**. Please send us your request as soon as possible to avoid this delay. Materials placed on reserve must be **REQUIRED** or **HIGH DEMAND** readings.

To ensure prompt processing of your Reserve materials, please observe the following guidelines:

1. Fill in all the required information on the back of this sheet. Lists submitted lacking this information will be returned for clarification. Additional forms may be downloaded/printed from our website at the bottom of this page.
2. There is a **MAXIMUM 40 TITLE LIMIT**.
3. A **MAXIMUM of one** copy of each item may be placed on Reserve for every **25-30 students** in a course.
4. Reference items, serials and books from other libraries are **NOT** placed on reserve.
5. Instructors placing photocopies of articles and book chapters on Reserve are required to sign the copyright statement on the request form, indicating that each request meets copyright guidelines. **UNSIGNED REQUESTS CANNOT BE PROCESSED**. Complete citations are required.
6. For items placed on **Electronic Reserve**, photocopies must be:
 - A. **NEW, CLEAR, CLEAN COPIES**, OR saved on a disk in .PDF, .TIF, .GIF, .JPEG, .BMP or .DOC format. DISKS are preferred if possible, or you can supply me with a blank disk and I will save the copies to your disk after they have been scanned.
 - B. **NO staples, folds or creases please.**
 - C. **Standard 8 1/2 X 11 pages only.**
 - D. **Less than 50 pages per item.** (Keep in mind large files are difficult to download/print.)
 - E. **One-sided copies only.** (No double-sided copies.)
 - F. **All pages should be numbered** to ensure proper sequence.
 - G. **Only one paper copy please.** Multiple copies are not necessary for electronic reserves.
 - H. **Please indicate on the request form which items you would like available electronically.**
7. Please return your request form with the books/articles/citations to be placed on reserve to the Circulation Desk. Should you wish to add materials later in the semester (not exceeding the 40 title maximum), please come in and pick up an "Added Copies Form" and submit it with your additional materials.

PLEASE DO NOT ASSIGN RESERVE READING UNTIL YOU ARE NOTIFIED THAT YOUR MATERIAL IS ON RESERVE.

****If you have any questions or would like further information, please contact us at 874-5855 or visit our web page at**

<http://www.uri.edu/library/reserves/ereserves.html>.