



Robert L. Carothers Library
15 Lippitt Road, Kingston 02881

To: ALL URI FACULTY MEMBERS
From: Liz Smith
Library Reserves
liz_smith@mail.uri.edu
Subject: **Reserve List**

Deadline Dates:

15 days before the semester starts.

For: Fall _____
Spring _____
Summer _____

If you wish for your materials to be on reserve for the following semester also, please fill out and sign 2 request forms.

**Please submit materials before or by the above deadline,
otherwise there may be an approximate wait of up to 2 weeks.
No form = no processing.**

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 any of the information will require clarification. Additional forms may be downloaded/printed from our Website (URL at the bottom of this page).
2. There is a maximum 40 title limit. No exceptions.
3. Please return your request form with the books or photocopied articles or disks to the Circulation Desk.
4. If you are submitting items electronically, please submit the request form, with full citations included, to the Circulation Desk before, or the day of your, electronic submission.
5. Should you wish to add materials later in the semester (not exceeding the 40 title maximum), please download the request form and submit the completed form and additional materials to the Circulation Desk.
6. One copy of each book may be placed on Reserve for every 25-30 students in a course.
7. Reference items and Serials and books from other libraries are not placed on Reserve.
8. As of Spring Semester 2010, all items, including personal copies, placed on Reserve will have an anti-theft strip placed in them.

E-RESERVES

1. If you are submitting articles and book chapters then you are required to sign the copyright statement on the request form, indicating that each request meets copyright guidelines. Unsigned requests will not be processed. Complete citations are required.
 2. There are 3 options available to you when submitting articles for e-Reserves. They are, in ranking order:
 - a. An e-mail attachment. Send materials to **liz_smith@mail.uri.edu**. Files must be one of the following formats: WordDoc; PDF; TIF; GIF; JPEG; or, BMP.
OR
 - b. CD/DVD Disk or Flash Drive with above approved formats.
OR
 - c. Photocopies. Photocopies must be new and clear and clean. No staples nor folded/creased sheets will be accepted. All copies must be on standard 8 1/2 x 11 sheets. All copies must be one-sided. And, to ensure proper sequence, all sheets must be numbered. Finally, if submitting photocopies, only one photocopy of an article is necessary. No photocopies will be kept in the library. The copies will be sent back to you after processing.
- Important -- Articles submitted for e-Reserve must be less than 50 pages since large files are difficult to download/print.**

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>.