

Instructions for Placing Material on Reserve

For each course, please provide us with a list of items you would like on reserve.

Feel free to include special instructions or any extra information that might assist us in meeting your needs.

We will notify you when your list has been processed. At that time, we recommend you check each item on your list as receipt of this email does not guarantee that all items are available.

On your submission, please provide the following information:

About the Instructor:

- Instructor's full name
- Department
- Campus mail address (to return items)
- Contact information - Email and/or phone number

About the Course:

- Semester to be placed on Reserve
- Course number and section number
- Course name
- Number of students

Please list items as follows:

Library Owned books:

- UI Call Number (priority given to lists with call numbers)
- Author/Title
- Loan Period (2 or 4 hour or 3 day check-out)

If the library does not own a book, we will rush order it. This process can take 4-6 weeks. Please include the publisher, date, and place of publication for all orders.

Please let us know if you need more than one copy of a particular title on reserve, and if it is important to use a specific edition.

Personal copies of books:

Personal copies are circulated according to normal Reserve policies. We will need to apply several stickers to each book.

Indicate the loan period (2 or 4 hour or 3 day check-out)

Articles/Book Chapters:

Please provide the complete citation for each article. Materials can be made available electronically in [ICON](#) or as photocopies for 2 hour check out. Please indicate your preference. You will need to grant library reserve staff access to the class [ICON](#) (see [ICON Instruction for Instructors](#)) site before we are able to post any electronic documents. (Continued)

Electronic: Where possible, we will provide links and instructions for locating the article in a full-text database. If not available as a full text resource, please provide:

- single-sided copies
- on 8x11 inch paper
- without staples or staple holes
- full citation on the photocopy
- or a PDF (on a disc or as an attachment to an email)

If not made available online, photocopies circulate for 2 hours and will be filed under the instructor's last name in the filing cabinets in the Reserve Room. Indicate whether you would like a reading packet or individually filed articles.

Individually filed articles are stapled into their own folders, and up to three can be checked out at a time.

A **Reading Packet** is a large folder of articles that allows students to check out all the items at once, usually for purposes of photocopying. A reading packet is not recommended for extremely large classes or for photocopies that will get very heavy use. Please provide a list of contents for your students' reference.