

## **GUIDELINES FOR ITEMS TO BE PLACED ON RESERVES**

- A. ***Please provide complete citation information. We cannot process a request without the complete citation.***
- B. If a shelf item (book, dvd, cd, etc...) is not already owned by Morris Library, Reserves will purchase one copy if the item is still available. The exception to this is textbooks. Required textbooks (as listed by the University Bookstore) will not be purchased by Reserves. They may be placed on Reserves if provided by the instructor (*See liability statement on the other side of this form*). No material from the textbook will be scanned for Electronic Reserves.
- C. Journal articles, book chapters, lecture notes, etc... may be placed on Electronic Reserves so that they will be available online 24/7. Please see [www.lib.siu.edu/reserves](http://www.lib.siu.edu/reserves) and scroll down to **Electronic Items** for detailed submission guidelines.

*If you have any questions or special requests, please ask for a Reserves staff member at the Circulation Services Desk, 1<sup>st</sup> floor or call 618-453-2030 or e-mail us at [reserves@lib.siu.edu](mailto:reserves@lib.siu.edu).*

### **PLEASE PROVIDE THE FOLLOWING INFORMATION**

**COURSE:** \_\_\_\_\_ **SEMESTER:** \_\_\_\_\_ **Year:** \_\_\_\_\_  
Department / Number / Section Spring/Interession/Summer/Fall

**INSTRUCTOR:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Name (Please Print) Title (Dr. Mr. Ms. TA, etc...) Department Mail Code No. of Students

**TELEPHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

In placing this request, I represent myself to be the instructor of record for this class. Further, when applicable, I take full legal and financial responsibility for compliance with the Revised Copyright Law, [PL94-553](#), concerning personal photocopies and their placement on Electronic Reserve, and have included no material from the required textbook for this class.

**Instructor's Signature** \_\_\_\_\_

**LIBRARY MATERIALS** *(Use additional sheets or blank paper if needed)*

CALL NUMBER	AUTHOR(S)	TITLE

**PERSONAL MATERIALS** *(Liability Statement: **Please read and initial**)* In an attempt to better secure and protect items, Reserves will apply permanent stamps to all edges of each book in **red ink**, along with labels applied to the outside spine of all personal items submitted. These labels may leave sticky residue on the items when removed. The labels are required. The red stamps are optional, but recommended. As always, personal materials are accepted at the owner's risk. The library is not responsible for lost or damaged items.

***Please stamp my materials:*** \_\_\_\_\_

***Please do not stamp my materials:*** \_\_\_\_\_

TITLE/EDITION	FORMAT (book, dvd, etc)	ISBN (if applicable)

**ITEMS TO BE PURCHASED BY MORRIS LIBRARY** (see item B on front of form)

TITLE	AUTHOR(S)	PUBLISHER	PUB. DATE / ED.	ISBN

**ELECTRONIC RESERVES** (Online access 24/7) – Please go to [www.lib.siu.edu/reserves](http://www.lib.siu.edu/reserves) for guidelines.