TO: All Faculty Members

FROM: Kathleen Hand

Circulation Coordinator

ereserve@hshsl.umaryland.edu

SUBJECT: Faculty Guidelines for Reserve Requests (Required Readings)

DATE: 11/28/17

It’s time to submit your syllabus of required readings for course reserves. We must receive your list by

November 1, 2017 for the spring session, and May 1, 2018 for the summer semester. Lists are processed in the order they are received.

POLICIES & GUIDELINES FOR SUBMISSION

Required readings are those which are essential for all students in a class. Recommended or supplemental readings cannot be placed on reserve due to budget and space constraints.

To process your requests, the following information is mandatory: your name, phone number, class size, course title, course number & section, and the dates items should be put on and taken off reserve. Please provide a full citation for each item including the publisher’s name.

Items without citations cannot be placed on reserve. Up to 50 required readings may be placed on reserve for each course. If you must exceed the limit of 50 required readings contact the Reserve Unit at Eres@hshsl.umaryland.edu.

Only one copy of a required journal article is placed on reserve. Unbound journal issues or bound volumes of journals cannot be placed on reserve.

Books and photocopied chapters are placed on reserve. If not owned, the Library will purchase a maximum of one copy for reserve use. All reserve items are removed at the end of the semester. Contact us if you wish to have the same items remain on reserve for the next semester.

Contact us if you wish to have personal copies of books returned at the end of the semester.

QUESTIONS?

PHONE: 410-706-7995,

E-MAIL ereserve@hshsl.umaryland.edu

FAQ: http://ereserve.umaryland.edu/eres/