



## UNIVERSITY OF MARYLAND

TO: All Faculty Members

FROM: Lolita Heimbach  
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SUBJECT: Faculty Guidelines for Reserve Requests (**Required Readings**)

DATE: April 3, 2009

It's time to submit your syllabus of required readings for course reserves. **We must receive your list by May 15, 2009 for the summer session, and July 3, 2009 for the fall 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](mailto:Eres@hshsl.umaryland.edu).
- As a service to our faculty, the Library requests copyright permissions for journal articles and pays up to \$50.00 per article. *If the cost exceeds \$50.00 the Library will place the article on reserve if the faculty member is willing to pay the remaining amount.*
- 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, rather than photocopied chapters, are placed on reserve. Additional copies of a book may be placed on reserve if class size (over 40 students) and/or student use warrant it. If not owned, the Library will purchase a maximum of two copies of a book 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 or photocopies returned at the end of the semester.

**QUESTIONS?** PHONE: 410-706-7928, E-MAIL [Eres@hshsl.umaryland.edu](mailto:Eres@hshsl.umaryland.edu)  
FAQ: <http://ereserve.umaryland.edu/eres/>