CARBONDALE

SOUTHERN ILLINOIS UNIVERSITY

GUIDELINES FOR ITEMS TO BE PLACED ON RESERVE

- A. Please provide complete citation information for each item to be placed on reserve. Submitting requests without proper citation will result in processing delays. Please allow 3-5 business days for processing.
- B. If a shelf item (physical format) is not already owned by Morris Library, Reserves may purchase one copy if the item is readily available. Required textbooks and course materials (as indicated in the course syllabus) will not be purchased by the library.
- C. Copies of required materials may be placed on Reserves if provided by the instructor or the responsible department. *Please read and initial the liability statement on the other side of this form before placing personal copies of required or supplemental material on reserve.*
- D. Library staff may modify information about items submitted on this form to improve access to Reserves for students and staff.

Requests for items that are already owned by the library or requests for Reserves items to be purchased by the library can be submitted through our web-based form. If you have any questions or special requests, please ask to speak with a Reserves staff member at the Circulation Services Desk, 1st floor. You can also call 618-453-2940 or e-mail us at reserves@lib.siu.edu.

PLEASE PROVIDE THE FOLLOWING COURSE & INSTRUCTOR INFORMATION:

COURSE:	SEMESTER:		Yea	Year:	
Department / Number / Section		Spring/Intersession/Summer/Fall			
	/		/		
Name (Please Print)	Title (Dr., TA, etc.)	Department	Mail Code	# of Students	
Please check one of the following: This materia	al can be used across all sections al is only for use by students in thi				
TELEPHONE:	E-MAIL:				
	In placing this request, I repro Instructor's Signature Submitter's name & e-mail ad			_	

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

CALL NUMBER	AUTHOR(S)	TITLE		

PERSONAL MATERIALS (Liability Statement: Please read and initial below.) 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

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

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