

TO: All Faculty Members

FROM: Lori Locke, ODY Library, x5170
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SUBJECT: Course Reserves - Non-Electronic Materials
(books / chapters / articles / media)

For those of you who wish to place books, chapters, articles, or media on course reserve, here are some guidelines. In order to process these items as quickly and accurately as possible, please review the policy below.

Please complete a reserves request slip for each new chapter, article, book or media. We do not need one for previously used readings in folders. When placing books on reserve, simply fill out the slip, pull the books from the stacks and give to us at the circulation desk. Also, if you wish, submit a copy of your course syllabus. It can be helpful in processing the reserve materials.

Please allow a minimum of three working days for processing reserve materials. All reserves are processed in order of receipt. When your reserves are available for checkout, you may view them from the library homepage <http://www.stlawu.edu/library>. Click on 1) yellow box *course resources and reserves* 2) then *choose course by title*, 3) *click here to see listings and check availability*.

When submitting photocopied chapters/articles, it is most helpful to check your readings for missing pages before submitting to the library.

As always, please feel free to contact us anytime with course reserves questions.