

DATE: January 13, 2010
TO : Faculty Members
FROM: Library & Media Center

Request for Course Reserves for AY2010-2011

Kansai Gaidai University Library maintains reserved material to support the university's academic programs. Reserves are placed on shelves in Library's second floor and circulate for shortened loan periods. Students can search OPAC to access reserves by instructor's name. We hope you will encourage your students to use reserves sufficiently.

Please note the following points when filling out the Reserve Request Form.

1. Submission Deadline : Thursday, February 5, 2010
2. Submission Place : Reference Counter, on the first floor of the Library
3. Reserve Request Form:
Please complete the attached "Request for Recommended Books for Instructor's Classes".
4. Note :
 - Please do not include periodicals or reference books (dictionaries, encyclopedias, etc.) in your request.
 - The maximum number of copies of each book is three.

For those who requested reserves for 2009

- Please confirm the number of circulation transactions by consulting the attached "Transactions for Reserved Material (AY2009-2010)". (If reserves are requested as in the library use only, the number of circulation is 0.)
- If you wish to further keep the same material on reserve, please circle "needed". If you remove material from reserves, please circle "not needed". (If the "Transactions for Reserved Material (AY2009-2010)" is not returned, materials are taken off and are re-shelved to the regular stacks.)
- To add a new request, please fill out and submit "Request for Recommended Books for Instructor's Classes".