

UNIVERSITY OF ALABAMA
HUNTSVILLE CENTER
LIBRARY

TO:

FROM: Mrs. Christel L. McCanless, Librarian

The Library of the Huntsville Center has in the past provided a reserve shelf for the use of students and faculty. Instructors may place material assigned for outside reading on this shelf, if only one copy of a book, periodical, or pamphlet is available for the use of a large number of students.

Library regulations concerning reserve books are as follows:

"Reserve books are either on room reserve (indicated by an orange charge-out card) or on a "from class period to class period" reserve. Room reserve means that the book can only be used within the library. Ordinarily a reserve book is due before the next regularly scheduled class period, i.e., a book which is checked out on a Monday night class period will be due on Wednesday night before class . . . A fine of 25 cents per day will be charged for overdue reserve books."

Please inform me immediately what library materials you wish to place on reserve. It is possible to obtain materials for you from the main campus of the University and surrounding libraries including the Redstone Scientific Information Center.