

To: Faculty, Adjunct Faculty, and Teaching Staff members
From: Cheng Library, Lending Services Department, Reserves Desk
Re: Reserves Submission Deadline for Summer Sessions is Thursday, April 30th

Reserves are processed on a first come, first served basis. We guarantee that materials submitted for print or electronic reserve by **Thursday, April 30, 2015** will be available for your students to access at the beginning of the Summer sessions.

Do you have extra textbooks? We welcome them! Please consider donating your desk, review or personal copies of textbooks to the Cheng Library. We will place them on Reserve for your very appreciative students.

If you plan to use our Reserve services in the upcoming Summer sessions, please take a minute to review our policies and procedures:

<http://www.wpunj.edu/library/reserves.dot>

Materials currently on Reserve will be returned to you or the Library stacks or will be removed from our Electronic Reserve site at the end of the Spring semester. If you prefer to rollover your Reserve materials from any previous semester, please contact us as soon as possible to expedite this process.

For information about Reserve policies, a list of what you currently have on Reserve, or more information about seeking copyright permission, please contact Jill Pruden, x-3183, prudenj@wpunj.edu or Victoria Wagner, x-3190, wagnerv@wpunj.edu.