Unit Readings Cover Sheet

Cover sheet for Reserve and Online unit readings or print copies for Reserve collection or print copy for digitisation

Physical items should be brought to the Collection Point, Level 2 University Library. Email Reading Lists to: lib.reserve@mq.edu.au

Contact Person: ______________________________________________________
Extension: _______________________________________________________
Email: _______________________________________________________
Unit code: _______________________________________________________
Unit title: _______________________________________________________
Number of students enrolled in unit (approx.): _____________________________

Please tick the appropriate box below:

☐ Physical copy of a Reading List

☐ Donation of Course material to Library

☐ Private copy for Reserve to be returned to supplier

☐ Private copy to be scanned and returned

☐ Library copy to be put in Reserve

☐ Other ________________________________

Reading List Requirements:
When submitting a unit outline or reading list, please ensure that it is annotated as follows:
(*) Essential material i.e. books, videos, chapters or articles – to be placed in Reserve or online - indicate with a single asterisk
Material should be presented in weekly order (being the order in which it will be needed)
Journal articles or book chapters separately submitted to online unit readings must conform to the following standards:
• 1 single page of text for each photocopied A4 sheet
• clear, undistorted print, with all text (including pagination)
• minimal (preferably no) dark borders
• a complete bibliographic citation for each separate document

Documents that do not meet this standard cannot be used.