

# e-Reserve Request Form

[use for material to be placed online via e-reserve system]

Staff Use: Password assigned to course: \_\_\_\_\_

Please print. All fields are required.

Course name: \_\_\_\_\_

Course number: \_\_\_\_\_

Semester: \_\_\_\_\_

Instructor's name: \_\_\_\_\_

Campus address: \_\_\_\_\_

**Note:** Provide clean one-sided photocopies of bound items OR email attachments of PDF or MS Office documents to [clcolson@smcm.edu](mailto:clcolson@smcm.edu) OR email URLs to online documents to [clcolson@smcm.edu](mailto:clcolson@smcm.edu). Personal hard copies will be returned to you through campus mail. All e-reserve materials will be removed from the e-reserve system at the end of the semester.

Date this article/chapter is needed for this course: \_\_\_\_\_

Staff use: File name: \_\_\_\_\_ Date scanned/by: \_\_\_\_\_

Author: \_\_\_\_\_

Title of chapter or article: \_\_\_\_\_

Title of book or journal: \_\_\_\_\_

Numbers of pages in entire book or journal: \_\_\_\_\_

Edition: (book only): \_\_\_\_\_ Volume (journal only): \_\_\_\_\_ Issue (journal only): \_\_\_\_\_ Year published (book and/or journal): \_\_\_\_\_

Have you used this chapter/article for this course before? Yes or No

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