

Electronic Reserve Request Form

Print and bring the completed form together with paper copy of the materials you want to create as electronic reserves to the Circulation Desk of your Campus Library.

Last Name : _____

Course Number : _____

First Name : _____

Course Name : _____

Local : _____

Dept / Technology : _____

Email : _____

Are you the author of the material you are submitting for electronic reserve?

Yes

No

If **YES**, list the titles of the material and sign to indicate that you have authored the material and are giving permission to post it as an electronic course reading.

1. _____

2. _____

3. _____

Signature : _____ Date : _____

If **NO**, indicate the estimated number of students in the course for each term and the number of terms the items need to be offered in electronic format.

#of students _____ Term _____

#of students _____ Term _____

#of students _____ Term _____

#of students _____ Term _____

List the titles of the articles or course readings to be digitized :

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____