

CONNELLY LIBRARY ELECTRONIC RESERVE REQUEST FORM

***THIS FORM MUST BE FILLED OUT COMPLETELY IN ORDER FOR YOUR REQUEST TO BE PROCESSED.
INCOMPLETE FORMS WILL NOT BE PROCESSED.***

Present this form to the Circulation Desk at the Connelly Library along with the material you would like to place on Electronic Reserve. **Allow at least one week for processing. Please provide a working e-mail address. Login passwords will be e-mailed to you once items are processed.**

INSTRUCTOR: _____

E-MAIL ADDRESS: _____

DEPARTMENT: _____

COURSE NAME: _____

COURSE NUMBER: _____

Library Staff Only:

Date Submitted ____ / ____ / ____

Date Processed: ____ / ____ / ____

Please completely fill in the following information completely. (ex: Smith, John, "The New Curriculum", Education Week , 1999).

Please remember: Materials will not be available to students until they have been processed.

AUTHOR	ARTICLE TITLE	PUBLICATION TITLE	PLACE OF PUBLICATION	PAGE NUMBERS	YEAR

All Copyright-protected materials are removed from reserve at the end of each term/semester.

Library Staff Only: Removing E-Reserve Material

Course Record Deleted: ____yes ____no

Date Removed from E-Reserve ____ / ____ / ____

Photocopy Returned to Faculty Member: ____
(Photocopies returned at the end of the semester in campus mail)

Item Record Deleted: ____yes ____no

Date Returned: ____ / ____ / ____

Bib Record Deleted: ____yes ____no