

# Electronic Reserve Request

Rec'd: \_\_\_\_\_ Scan/Upload: \_\_\_\_\_

**Please fill out form online and print using the Print Form button**

[Print Form](#)

Please allow up to 10 days for processing at the beginning of each semester. Requests are handled according to the date and order in which they are received.

Provide a copy of your syllabus. Books are acceptable but please mark the pages to be scanned. Please give a copy of the book title page when bringing us photocopies of chapters.

## Please use a separate form for each course.

Semester

Year

Name:

Other Faculty:

Email:

Their Email:

Dept:

Office Phone

Home Phone:

Course Name

Course Number & Section

Crosslist with

**A password is required ; a minimum of 3 characters, lower-case, no spaces**

Password

Were materials used in a previous E-Reserves course?

Yes

No

Create a folder for items listed below

Yes

No

Folder Name

Author/Title

Material type

XU owns

Author/Title

Material type

XU owns

Author/Title

Material type

XU owns

Author/Title

Material type

XU owns

Author/Title

Material type

XU owns

Author/Title

Material type

XU owns

By filling out and signing this form you are informing the library that your request complies with the Copyright Act of 1976 and other applicable U.S. laws. **Please read the policies and procedures on the e-reserves homepage**

Signature

Date

[Print Form](#)