

Doane Library

ELECTRONIC *Course Reserve Request Form*

Date: _____ Department: _____

Professor: _____ Course Number: _____

Course Title: _____ Number of Students: _____

RESERVE POLICIES:

1. **DOANE GOING GREEN:** Though not required, we are now encouraging faculty to either:
 - a. Provide a hard copy version of the book or periodical for E-Res to scan directly into a PDF, or;
 - b. Provide a PDF (200 dpi only) version of their own, scanned directly from the book or periodical.
2. If you have a printed copy of your article or chapter(s), please send us a clean 8 ½ x 11 copy. **All articles must be accompanied by a COPY OF THE TITLE PAGE and COPYRIGHT PAGE for bibliographic information.** In keeping with Denison’s sustainability mission, single-sided articles are no longer required.
3. Please provide a syllabus listing the chronological order of required class readings.
4. Provide a password for your ERes course (no words from course name or title).
5. Please submit all materials **at least two weeks prior to the time they need to be posted** and note those needed for the first two weeks of class.
6. **NOTICE: Due to change in policy, we are no longer able to upload documents that are outside of the Fair Use Guidelines. Documents cannot be used more than once for the same class.**
7. Materials can be added to your course throughout the semester.
8. If you are using material the library owns for your ERes course; for instance, a book that is owned by the library or a journal article available online, please consider alternative access methods. If you wish to put a book on hard copy reserve, please use the Hard Copy Reserve Request Form. If you would like help in determining the availability of an item, please contact a reference librarian.
9. Timeliness is much appreciated. We process materials in the order that they are received.
10. What material cannot go on ERes?
 - a. * OhioLINK books and books from other libraries (Interlibrary Loan)
 - b. * More than 10% of a journal article or chapter from a book
11. COPYRIGHT: If you have questions about how much of a work can be included in your E-reserves, please consult Kristen Pantle pantlek@denison.edu, X6540, Pam Magelaner magelaner@denison.edu, X5711, or Debby Andreadis andreadisd@denison.edu, X5653, **before** submitting your request. **YOU WILL BE NOTIFIED BY E-MAIL WHEN YOUR REQUEST HAS BEEN PROCESSED.**

Author	Title	Year	ISBN

