

Doane Library

Electronic Course Reserve Request Form

Please print this form, complete it, and return it to the Circulation Department.

Date: _____ **Department:** _____

Professor: _____ **Course Number:** _____

Course Title: _____ **Number of Students:** _____

Reserves Policies:

1. Please send us clean ONE SIDED 8 ½ x 11 copies of articles. **All articles must be accompanied by a copy of the title and copyright pages for bibliographic information.**
2. Let us know what you need for the first few weeks of the semester. Submit a syllabus if ordering is required.
3. Provide a password for your ERes course (no words from course name or title).
4. 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. If the same materials are being used a second time for a course, or if copyright clearance is needed for other reasons, please allow **six weeks** for the copyright process.
5. Materials can be added to your course throughout the semester, but all items needing copyright clearance will need to be submitted **six weeks** ahead of posting. Please note, if copyright is denied by the copyright holder, materials will not be placed on ERes
6. 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.
7. Timeliness is much appreciated. We process materials in the order that they are received.
8. 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
 - c. * Online journal articles or E-books
9. COPYRIGHT: If you have questions about how much of a work can be included in your E-reserves, please consult Susan Rice rices@denison.edu, X6540, Beverly Herring herring@denison.edu, X5711, or Debra 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

