

# 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.
5. **NOTICE: Due to a change in Denison policy, we are no longer able to upload documents that are outside of Fair Use. Documents which require copyright payments cannot be used more than once for the same class.**
6. Materials can be added to your course throughout the semester.
7. 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.
8. Timeliness is much appreciated. We process materials in the order that they are received.
9. What material cannot go on ERes?
  - OhioLINK books and books from other libraries (Interlibrary Loan).
  - Online journal articles or E-books, but links to these can be placed on the ERes system.
  - Excessive amounts from a given work (we use 10% as a general guideline).
10. COPYRIGHT: If you have questions about the copyright status of your E-reserves, please consult Kristen Pantle [pantlek@denison.edu](mailto:pantlek@denison.edu), X6540, Pam Magelaner [magelaner@denison.edu](mailto:magelaner@denison.edu), X5711, Debby Andreadis [andreadisd@denison.edu](mailto:andreadisd@denison.edu), X5653, or your liaison librarian **before** submitting your request. **YOU WILL BE NOTIFIED BY E-MAIL WHEN YOUR REQUEST HAS BEEN PROCESSED.**

Author	Title	Year	ISBN

