SAINT LOUIS UNIVERSITY LIBRARIES
ERes (Electronic Reserves) Request Form

General Instructions:
<u>IMPORTANT</u>: Attach a sheet that includes bibliographic information for all copyrighted materials:
Books: author, title, publisher, year, and exact page numbers
Journals: journal title, volume, issue, year, article title, author(s), and exact page numbers

Library staff reserves the right to decline for reserve any materials that they deem non-compliant with fair use.

Submit completed forms and materials to your SLU library or via email. (Pius: eres@slu.edu; Law: ereslaw@slu.edu; Med Center: ereshsc@slu.edu; Madrid: library-madrid@slu.edu)

Today's Date : _____

Date Materials Must Be Available on ERes:_____
(Allow a minimum of 5-7 business days at the beginning of each semester/term.)

Course Start Date: _____

Semester/Term: _____ **Course End Date:** _____

Instructor: _____
                   Title   *First*   *Last*

Telephone: _____ Email: _____

Department: _____

Course Name and Number (including section): _____

_____

Course Password: _____
Create a password that your students will use to access your course page. Passwords are <u>not</u> case sensitive and should not contain spaces. **You are responsible for giving your students this password.**

Please check one:

This request is <u>***new***</u> for the semester listed _____

This request is an <u>***addition***</u> to materials already on ERes _____

Note: After the materials are placed on ERes, your copies will be returned via Inter-Office Mail.