

# University Library System Electronic/Photocopy Reserve List

Instructor: \_\_\_\_\_ Materials to be used for the \_\_\_\_\_ Department & Course Number: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Term \_\_\_\_\_

Campus Address: \_\_\_\_\_ Materials for: (circle one) \_\_\_\_\_ Number of Students: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Electronic \_\_\_\_\_ Photocopy \_\_\_\_\_ Date Received: \_\_\_\_\_

## ALLOW ONE MONTH MINIMUM FOR PROCESSING COMPLETE CITATIONS ARE REQUIRED MAXIMUM OF 60 ITEMS

**Note to Faculty:**  
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When your electronic reserves are available, you will receive an email message containing the URL for your readings. You will be contacted via telephone with the password for access. For security reasons, please share the password with your students in class, but do not distribute it in any print or electronic form.

Signature: \_\_\_\_\_

Format	URL	Title	Author	Chapter/ Article Title
Book Journal Article website	For websites and journal articles, if available.	For book, include title, publisher, publication date and pages. For journal, include volume, number, year and pages.		
Book example		Lenin's Revolution. New York, NY : Viking, 1997. p 540-651.	Figes, Orlando.	"First Blood."
Journal example	<a href="http://search.epnet.com/direct.asp?app=13698799&amp;db=aph">http://search.epnet.com/direct.asp?app=13698799&amp;db=aph</a>	Bronte Studies: Jul2004, Vol. 29 Issue 2, p111-123.	Betsinger, Sue Ann.	"Jane Eyre and the Orphan's Mother...."

