eReserve/Reserve Processing Form
(Please print legibly)

Professor’s Name: __________________________ Email Address: __________________________

Subject & Course #: __________ CRN: _________ Phone #: __________________ P.O.Box _________

Please check all that apply.

**eReserve**
- Paper (Please supply a copy of the copyright statement—only for copyrighted works only.)
- Is the paper printed on both-sides?
- Electronic Media (cd-rom, USB drive) Do you want it to be returned? _________
- Is there a specific time to post the material to the web? __________________________

**Print Reserves**
- Book
- File Folder (Please supply a copy of the copyright statement—for copyrighted works only.)

**Title Information**

How should the item(s) be listed on the eReserve page?
(Mark One)
- Title of article
- Title of book
- Chapter number
- Author’s last name
- Other __________________________

Notes:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

With the semester’s first submission, please attach a copy of the syllabus. This will aid us in processing Print Reserve items correctly.

# of items submitted: __________________________ Date received: __________________________

For Office Use Only

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<table>
<thead>
<tr>
<th>Print Reserves</th>
<th># Processed</th>
<th>Date Processed</th>
<th>Stats. Entered-Print Reserves</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

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<table>
<thead>
<tr>
<th>Electronic Reserve</th>
<th>New eReserve User?</th>
</tr>
</thead>
<tbody>
<tr>
<td># of Documents Processed</td>
<td>Date Processed</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Items working on eReserve page?

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