

Reserve Request Form
Submission of Syllabus is Required
for BOTH Electronic and Paper Reserve

Electronic and Paper Reserve guidelines and the link to the Electronic Reserve/Paper Reserve Request Form is available online at: <http://library.udayton.edu/services/creserves/>

Instructor Name: _____
Email Address: _____
Course & Section Number: _____
Course Name: _____
Office Hours: _____ Office Phone: _____

I certify all materials are in compliance with Copyright Law (P.L. 94-553, title 17 US Code)

Signature of Faculty members is required: _____

Please Circle the semester which applies (A New Form is Required EACH Term).

Fall Winter 1stSummer 2nd Summer Full Summer

Please Check One of the Following:

- I want my material to be placed on electronic reserve only.
 - I want my material to be placed on paper reserve only.
 - I want my material to be placed on BOTH paper and electronic reserve.
 - I want to restore my archived electronic reserve material.
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Electronic Reserve Request - Required Information

Electronic Reserve selected password for this term. _____

Paper Reserve Request – Required Information

Please indicate the loan period for your paper reserve:

1hr 2hr 4hr 1 day 1 week other _____

Mark Murka, Course Reserve Specialist
(937)229-4301
8:30am-4:30pm Tues-Sat.
mark.murka@notes.udayton.edu

Bob Rohlfs, E Reserve
(937)229-4900
4:00pm-Midnight Sun-Thurs
robert.rohlfs@notes.udayton.edu

Ereserve Guidelines:

- Electronic reserve is to be turned in with a completed request form and course syllabus.
- Electronic reserve should be turned in no later than 2 weeks before the material is needed.
- All electronic reserve should be submitted on **single-sided** 8 1/2x11 sheets of paper.
- **Note: Articles more than 25 pages will be divided into part 1, part 2**
- It is the instructor's responsibility to provide a high resolution, clean, and legible copy, contrasting print, and background, to ensure quality in the scanned material.
- Articles should be submitted in the same order as in the syllabus along with clear instructions from the professor concerning **article titles** and **placement requests**.
Note: Titles should be clearly written on the first page of each article.
- Articles should be separated in an easily distinguishable fashion, using a single page color divider if possible.
- Articles should be paper-clipped. No staples please.
- Passwords must be changed each semester.

Paper Reserve Guidelines:

- Paper Reserve is to be turned in with a completed and legible Electronic Reserve/Paper Reserve Request form and a course syllabus.
- Paper Reserve should be turned in no later than 2 weeks before the material is needed.
- It is the instructor's responsibility to provide clean and legible copy.
- Articles **should be separated** in an easily distinguishable fashion using a single page color divider if possible. We will not provide this service.
- Paper Reserve material is removed at the end of winter and summer semesters. If you wish to remove your material before these established times, please stop by the circulation desk to pick up the material.