ERes (Electronic Reserves) Request Form

**General Instructions:**
In addition to this form, please fill out the [Checklist for Fair Use](#) to verify that all copyrighted materials submitted favor fair use. 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)

**IMPORTANT:** Remember to include 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

**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:** __________________________

**Course End Date:** __________________________

**Instructor:** __________________________________________

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<th>Title</th>
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**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 not case sensitive and should not contain spaces. **You are responsible for giving your students this password.**

**Please check one:**

This request is **new** for the semester listed________

This request is an **addition** to materials already on ERes________

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

Revised 9/5/13