



SAINT LOUIS UNIVERSITY LIBRARIES 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: _____

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 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.