General Instructions:
IMPORTANT: Attach a sheet that includes 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

Library staff reserves the right to decline to 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)

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.