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.