



Saint Louis University Libraries ERes Request Form

General Instructions:

In addition to this form, please fill out the attached [Checklist for Fair Use](#) to verify that **all copyrighted** materials submitted weigh in **favor** of fair use guidelines. The library staff reserves the right to refuse any materials for Reserve that weigh towards opposing fair use.

Remember to include bibliographic information for all copyrighted materials

Books: author, title, publisher, year and exact page numbers

Journals: title of journal, volume, issue, year and exact page numbers

Today's Date _____

Date Materials Needed _____

(Allow a minimum of 5-7 business days at the beginning of each term)

Semester/Term _____

Instructor's Name _____
Title First Last

Telephone _____ E-mail _____

Department _____

Course Number and Section _____

Course Title _____

Course Password _____ (create a password that your students will use to access your course page. If no password is given, the Reserve Staff will create one and notify you via e-mail or phone. **You are responsible for giving your students this password**) Do not use spaces in the password. Passwords are **not** case sensitive.

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.