

# Donnelly Library - Electronic Reserves Faculty Request for Course Reserves Page

## 1. INSTRUCTOR INFORMATION:

Today's Date: \_\_\_\_\_

New Faculty Account \_\_\_\_\_ New Faculty Course Reserve \_\_\_\_\_

Faculty Log in \_\_\_\_\_ Course Reserve Page Password \_\_\_\_\_

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Campus Address: \_\_\_\_\_

## 2. COURSE INFORMATION:

Semester: \_\_\_\_\_

Dept.: \_\_\_\_\_ Course#: \_\_\_\_\_ Course Title: \_\_\_\_\_

# Students \_\_\_\_\_ Campuses: \_\_\_\_\_

I have read a copy of the Electronic Reserves Guidelines, including Copyright Information. I will abide by the guidelines governing the use of Electronic Reserves.

Signature: \_\_\_\_\_

### FOR OFFICE USE ONLY:

Faculty Account Created: Username \_\_\_\_\_ Password \_\_\_\_\_

Course Reserve Page Created \_\_\_\_\_ Course Reserve Page Password \_\_\_\_\_

Faculty Emailed/Request Completed \_\_\_\_\_

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