

**Donnelly Library - Electronic Reserves
Document Submissions Form for Course Reserves Page**

Today's Date: _____ Course Reserve Page: Requested Today ___ Previously Created ___

Last Name: _____ First Name: _____ Phone: _____

Email: _____ Campus Address: _____

Semester: _____ Dept.: _____

Course#: _____ Course Title: _____

DOCUMENT INFORMATION (Fill out or attach complete information):

Article Title: _____

Author(s): _____

Journal Title: _____ Date: _____

Volume: _____ Issue: _____ Pages: _____ ISSN: _____

Other Material: _____

Other Information: _____

Copyright: First Use/Fair Use: _____ Faculty Secured Permission: _____ Copyright Duration: _____

FOR OFFICE USE ONLY:

Available Online: Link as PDF ___ Link as URL - Address: _____

Copy Quality: Acceptable ___ Not Acceptable Returned to Instructor: _____ (date)

Scanned ___ Saved to Instructor's Folder ___ Added to ERes Documents _____

Attached to Course Reserve Page ___ Tested ___ Faculty Notified of Availability _____

Date Completed _____ Date Removed from CRP _____

DOCUMENT INFORMATION (Fill out or attach complete information):

Article Title: _____

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Journal Title: _____ Date: _____

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