Electronic Reserve Request Form

This form is for use by CSUB faculty to submit requests for items (e.g. photocopies, articles, class notes, etc.) to be placed on Electronic Reserve. These items will be available to students (with valid CSUB Runnercard) on the Internet. Items for Electronic Reserve must be submitted on clean 8 1/2" x 11" single-sided white paper at least three weeks prior to the date students will need access to them. For formats other than scanned items, please use Hardcopy Reserve Request Form.

Please submit a course syllabus with Reserve lists of ten or more items.

This section is necessary for the initial setup of the Electronic Reserve Course Page. Please complete all fields.

Instructor name: _____Campus phone: _____
Campus address: (e.g.DDH100)_____Campus email address: _____
Course number: (e.g. Anth 100) _____ Course name:_____

Quarter: (circle one) FALL / WINTER / SPRING / SUMMER / PERMANENT Year: _____

Please note: The Library follows the Fair Use Guidelines of the Federal Copyright Law. This means we can accept: one chapter from a book and/or one article from a specific journal issue. If you have questions about copyright compliance, please contact us for further information.

Please submit a separate form for each course and return forms to Kristi Chavez, Circulation Supervisor. Questions? Contact Kristi at 661-654-3174 or e-mail kchavez4@csub.edu.

Please list all Electronic Reserve items submitted for the class specified above. Please list author, title, and source for each item. Use reverse for additional space. *(Examples in italics)*

PLEASE ALLOW AT LEAST THREE WEEKS PROCESSING TIME

Author	Title of Item	Source/date
Smith, J. (article)	*"Coral Aggression"*	*Fish v.2, #5, May 2000, pp1-10*
Jones, J.P. (book chapter)	*"Violence on the Reef"*	*Oceans*. Harper, 1998,*chapter 1, pp 1-17*

Author	Title of Article	Source/date