

Electronic Reserve Full Service Document Processing Form

Professor: _____ **Email:** _____ **Semester:** _____

Course Name: _____ **Course Number:** _____

Due to copyright laws and simple practicalities, certain things cannot be placed on electronic reserves, including entire books, videos, musical recordings, and similar items. Please fill out a Traditional Reserve Request Form if you are dealing with this type of material, and your class readings will be kept behind the desk in the library's Media/Reserve room. Once copyright legalities have been determined, appropriate materials for electronic reserve include articles, book chapters, images, syllabi, links to Web sites, etc. For fair use of streamed media, contact the Media Center. ERes may be able to link to the material.

Please check one option: **a.** _____ I'd like these items to be placed on ERes only.
 b. _____ I'd like these items to be made available in traditional paper format as well.

REQUIRED					Option C ONLY (also see back of form)	
<p style="text-align: center;"><i>Choose One</i></p> <p>For Library Books: Call Number</p> <p>For Web Pages: URL</p> <p>Other: leave blank</p>	<p>Document Title</p> <p style="text-align: center;">(if a book chapter, include both the title of the chapter and the title of the book). example:</p> <p>Ch=Group Leadership Bk=Putting a New Spin on Groups</p>	<p>Document Type</p> <p>(i.e. article, book chapter, 35 mm slide, image, Web, audio, video etc.)</p>	<p>Pages</p>	<p>Copyright: M/1st/PD/✓</p> <p>M= my own work 1st= not mine, but 1st time. on reserve PD= public domain ✓= copyright permission granted (supply your signature, #sems. granted, #students, & #copies--★= limitless).</p>	<p>Format as Submitted</p> <p>B= bound L=looseleaf D= disk E= email O= other</p>	<p>Desired ERes Format</p> <p>PDF, Excel, GIF, JPEG, HTML, MS Word, PPT, PS, TEXT, WP, streamed</p>

Questions? Please call the library reserves staff at x 2892 or x 2234, or send email to Elise Bochinski at ebochinski@mail.fairfield.edu.

Please turn this form over if you have more entries to add for a class →

Course Document Entries, continued

REQUIRED					Option C ONLY (also see back of form)	
Choose One For Library Books: Call Number For Web Pages: URL Other: leave blank	Document Title (if a book chapter, include both the title of the chapter and the title of the book). example: Ch= <i>Group Leadership</i> Bk= <i>Putting a New Spin on Groups</i>	Document Type (i.e. article, book chapter, 35 mm slide, image, Web, audio, video etc.)	Pages	COPIES ONLY M/1 st /PD/✓ M= my own work 1 st = not mine, but 1st time. on reserve PD= public domain ✓= copyright permission granted (supply your signature, #sems. granted, #students, & #copies--★= limitless).	Format as Submitted B= bound L=looseleaf D= disk E= email O= other	Desired ERes Format PDF, Excel, GIF, JPEG, HTML, MS Word, PPT, PS, TEXT, WP, streamed

OPTION C Only:

Number of disks, if any, submitted to library: _____

If you would like to have any disks back, please come to the Reserves desk to pick them up after they have been processed. The library will not send disks back to you. *Please label your disks clearly with your name, the course name and number, and the date.* The library is not responsible for disks that are not clearly marked.

You have the option of submitting digital files as email attachments instead of submitting a disk. If you choose to do this, send your files to Elise Bochinski at ebochinski@mail.fairfield.edu. *Please include your name, the course name and number, and the date* in the text of the email message. You will still need to fill out this form and return it to the library Reserve department.

Library Use Only	Date Received: _____	Date Processed: _____	Processed by: _____
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