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 one week prior to the date students will need access to them. For formats other than scanned items, please use our Hardcopy Reserve Request Form.

Please submit a course syllabus with this form if you are placing ten or more items on Reserve.

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:____________________________
Is this a new reserve request? __________
Is this material an addition to an existing reserve list? __________
Is this a request to activate a list from a previous quarter? __________
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 consult our Reserves Policy Page on the library website or feel free to contact us.

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. Each listing should include the author, title, and source for each item. Use reverse for additional space. (Examples in italics)

**PLEASE ALLOW AT LEAST ONE WEEK FOR PROCESSING TIME**

<table>
<thead>
<tr>
<th>Author</th>
<th>Title of Item</th>
<th>Source/date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith, J.</td>
<td>“Coral Aggression”</td>
<td><em>Fish</em> v.2, #5, May 2000, pp1-10</td>
</tr>
<tr>
<td>(article)</td>
<td></td>
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<tr>
<td>(book chapter)</td>
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