



ELECTRONIC LIBRARY RESERVES REQUEST FORM

Instructor: \_\_\_\_\_ Email ID: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Password: \_\_\_\_\_

Term: \_\_\_\_\_ Course # (i.e. MAT 201): \_\_\_\_\_ Section: \_\_\_\_\_

Requested Return Date: \_\_\_\_\_ (Please allow four days from date submitted for processing)

Department: \_\_\_\_\_ Ext: \_\_\_\_\_ Fax: \_\_\_\_\_

Budget Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
FUND ORG ACCT

Job Description:

- Electronic Reserve Classroom

Table with 4 columns: Article Title, Author, File Name, # of pages

Please be advised there is a 15 page limit to all electronically reserved articles

\* All library reserve files will be in web.rollins.edu/reserves and will carry the filename listed below, followed by .pdf
For example, a file might be called web.rollins.edu/reserves/MAT1011ASMITH2.pdf

Additional Information: \_\_\_\_\_

Publishing Center Use Only:

DATE RECEIVED: \_\_\_\_\_ TIME: \_\_\_\_\_ PROCESSED DATE: \_\_\_\_\_ BY: \_\_\_\_\_