

# Blackboard eReserves Request Form

## Raymond Walters College Library

Received by: (Library Staff Initials) \_\_\_\_\_

Please complete this form with *\*all\** information to ensure your request is processed in a timely manner and complies with copyright. You must have an established Blackboard account for items to be placed on eReserve. Please contact the Library Circulation Desk at 745-5710 if you have any questions about this form or your request. Requests can take up to **3 business days** to process.

Today's Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Instructor:

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Dept. \_\_\_\_\_

Email \_\_\_\_\_ Phone # \_\_\_\_\_

### Course: *\*All information must be completed in order to place items in your Blackboard account.\**

Course Name \_\_\_\_\_ Course # \_\_\_\_\_ Section #(s) \_\_\_\_\_

Meta Course (Yes / No) \_\_\_\_\_ Meta Course I.D.# \_\_\_\_\_ Class Size \_\_\_\_\_

Reserve Period: Autumn \_\_\_\_ Winter \_\_\_\_ Spring \_\_\_\_ Summer \_\_\_\_

### Materials for Reserve (book chapter, article, personal notes, exams, etc)

*The RWC Library complies with the copyright law (Title 17, United States Code) governing the reproduction and distribution of copyrighted materials. Please consult the University Libraries guide, "Basic Information on Copyright" at <http://www.libraries.uc.edu/research/copyright/index.html>, for details.*

1)

Article/Chapter Title \_\_\_\_\_

Author \_\_\_\_\_

Journal/Book Title \_\_\_\_\_

Volume \_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_ Pages \_\_\_\_\_ Publisher \_\_\_\_\_

Available online: Yes \_\_\_ No \_\_\_ Not sure \_\_\_

Date needed on Reserve \_\_\_\_\_

2)

Article/Chapter Title \_\_\_\_\_

Author \_\_\_\_\_

Journal/Book Title \_\_\_\_\_

Volume \_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_ Pages \_\_\_\_\_ Publisher \_\_\_\_\_

Available online: Yes \_\_\_ No \_\_\_ Not sure \_\_\_

Date needed on Reserve \_\_\_\_\_

**\*Form Continues on Back**

3)  
Article/Chapter Title \_\_\_\_\_  
Author \_\_\_\_\_  
Journal/Book Title \_\_\_\_\_  
Volume \_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_ Pages \_\_\_\_\_ Publisher \_\_\_\_\_  
Available online: Yes \_\_\_ No \_\_\_ Not sure \_\_\_  
Date needed on Reserve \_\_\_\_\_

4)  
Article/Chapter Title \_\_\_\_\_  
Author \_\_\_\_\_  
Journal/Book Title \_\_\_\_\_  
Volume \_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_ Pages \_\_\_\_\_ Publisher \_\_\_\_\_  
Available online: Yes \_\_\_ No \_\_\_ Not sure \_\_\_  
Date needed on Reserve \_\_\_\_\_

5)  
Article/Chapter Title \_\_\_\_\_  
Author \_\_\_\_\_  
Journal/Book Title \_\_\_\_\_  
Volume \_\_\_\_ No. \_\_\_\_ Date \_\_\_\_\_ Pages \_\_\_\_\_ Publisher \_\_\_\_\_  
Available online: Yes \_\_\_ No \_\_\_ Not sure \_\_\_  
Date needed on Reserve \_\_\_\_\_

If you have more citations, please complete another form with just the additional citation information. Please be sure that all citations related to the same course request are attached to each other.

**EMPLOYEE USE ONLY**

Item #1 Placed on Reserve: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Item #2 Placed on Reserve: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Item #3 Placed on Reserve: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Item #4 Placed on Reserve: \_\_\_\_/\_\_\_\_/\_\_\_\_  
Item #5 Placed on Reserve: \_\_\_\_/\_\_\_\_/\_\_\_\_