

Electronic Reserves (ERes) Scanning Order (ALLOW 3 DAYS TO PROCESS)

No staples please. Photocopies and single-sided only.

Professor: _____ phone # _____

Today's date _____

Department: _____

Course # _____ Course Title: _____

Item to be scanned: short title: _____

number of pages: _____

Please do not scan this item before (fill in date and time): _____

What to do with item after scanning (check one): return to professor _____

trash _____

other _____

Please fill in a Scanning Order form for each item you add to the Electronic Reserve System.

N.B. ERES COURSE PAGES ARE NORMALLY DELETED AFTER EACH SEMESTER. IF YOU WANT THE COURSE PAGE ORGANIZED IN FOLDERS (e.g., "Homework," "Exams," etc.) INDICATE BELOW.