Electronic Reserves Submissions

Please submit materials for ERes as early as possible prior to the date needed. Materials are processed on a first-come, first-served basis, but rush requests are accommodated whenever possible.

Digital formats, especially links, are preferred to print copies.

If material is available only in print format, please submit a photocopy, not an original book or journal. Photocopies must be clear and legible and preferably unstapled. Lengthy photocopies will be scanned in several parts to increase speed of downloading. Photocopies will be kept on file at reserves or returned if requested.

Please provide a password for your course ERes page, and be sure to distribute it to your students.

Please complete the following for each course ERes page and submit along with materials.

Instructor:_____
(first name) (last name)

Email address:_____Phone:_____

Course name:_____ Course abbreviation & number:_____

Dates for ERes page to be active:_____

Password for ERes page:_____

Comments or instructions:_____

Please list readings the same way they are referenced on the syllabus:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please continue listings on back if necessary.

Questions? Call 610-436-2611 or email cwilliams2@wcupa.edu

Revised 9.1.10