

**Touro College Libraries**  
**E-Reserve Submission Form**

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212.463.0400 x 5221

Instructor's Name: _____
Phone: _____
Email: _____
Library location: Starting date of the semester and the year: _____
Course title _____
Course number _____

**E-Reserve Guidelines**

Not following guidelines will slow processing time.

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| <ul style="list-style-type: none"><li>• Please include <b>full bibliographic citation on the first page of each document</b> in addition to filling out this form.</li></ul> | <ul style="list-style-type: none"><li>• Please submit <b>8.5 x 11 copies only</b>.</li><li>• Photocopies should be <b>readable</b> and <b>legible</b>.</li><li>• Please be as <b>complete</b> as possible.</li></ul> |
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**E-Reserve Articles & Books**

E-reserve Title:	
E-reserve Author:	
Book/Journal Title:	
Book/Journal Author/Editor:	Publication Date:
Publisher:	Volume & Issue:
Page numbers of excerpt::	Total pages of excerpt:
How many pages are in this book?	Available electronically

**Note: All documents should be submitted at least one month prior to the beginning of the new semester.**