

## E-Reserve Processing Form

Please fill in the information requested on the following form and bring the completed form, along with the items you wish to be placed on eReserve and a signed Copyright Compliance Form, to the Library Circulation desk or send through intercampus mail to HCC Library Circulation Department eReserves 25-2.

DATE SUBMITTED: \_\_\_\_\_

COURSE NAME: \_\_\_\_\_

COURSE NUMBER: \_\_\_\_\_

ITEM TITLE: \_\_\_\_\_

QUARTER FOR ITEM  
TO BE ON eRESERVE: \_\_\_\_\_

INSTRUCTOR NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

MAIL STOP: \_\_\_\_\_