## **ELECTRONIC RESERVE REQUEST**

Alter Library, College of Mount Saint Joseph

## Guidelines

- Items will be posted on the Electronic Reserves website for ONE SEMESTER and must be resubmitted for subsequent semesters.
- o Items must include the necessary copyright information requested below. Incomplete submissions cannot be processed.
- o Provide clean/1<sup>st</sup> generation photocopy with NO STAPLES. Dark/shaded areas and images generally turn out unreadable.
- o Please allow 5 to 10 days for processing; submissions are processed in the order that they are received.

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