**How to send your E-reserve requests**

* Use the blank submission form
* Fill in the course and contact information box
* List your requested readings by the week for which they are needed, or in whichever order is appropriate for your course
* Provide as much information as possible for each reading (see example below)
* Email the form to ereserve@ed.ac.uk.

**School of History, Classics and Archaeology**

**Request to University Library for Materials to be Digitised for e-Reserve 2016-2017**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course Title** | European History 1 | **Course Code** | HIST01234 |
| **Course Organiser** | Dr Jo Bloggs | **Course Organiser Email** | Joanne.Bloggs@ed.ac.uk |
| **Requestor (if different from CO)** |  | **Requestor Email** |  |
| **Course Dates** | Semester 1 2016 | **Student Numbers** | 250 |
| **Subject Area** | History | **Date of Request** | 1 July 2016 |

**Preferred format:**

***Week of study***

*Chapter author(s), chapter title or number, source author(s), source title, publication details, page range, library location, shelfmark*

**Week 3**

B. Gordon and P. Marshall, ‘Introduction’ in B. Gordon and P. Marshall (eds), *The Place of the Dead: Death and Remembrance in Late Medieval and Early Modern Europe* (Cambridge: Cambridge University Press, 2000), pp. 1-19 **Main Library  (HUB RESERVE) - Ground floor (GT3242 Pla.)**

**Providing this information helps us carry out copyright checks, locate the source material and prioritise your requests**