EReserves Request E-mail Template

*[You can use the following template to structure your e-mail to the Reserves Office. When you have filled out this template, copy and paste the content into an email to* *reserves@jhu.edu**. Be sure to include a full bibliography reference for each resource, which includes all of the information you would need for a bibliography. For guidance on what information to provide for each resource, please see the “How should I cite my resources?” question in the* ***FAQs for Online Course Resources****.]*

Dear Reserves Office,

I would like to request the following resources for use in EReserves for the course, *[Insert course number here]*.

Course Information

* Instructor name(s):
* Phone number(s):
* E-mail address(es):
* Course number and title:
* Expected enrollment number:
* Term and year of reserve:

*[Include the following note if you would like to keep your reserve list for another term]*

I would like to use the reserves for this course in a subsequent term. Please keep this reserves list for the following terms

* [List the subsequent terms that will use this reserves list]

Resources

Please tag the resources in each module with the corresponding module numbers, such as “Module 01, Module 02, etc.” If a resource is in more than one module, please include both tags.

**Module 01**

Author, A. A., Author, B. B., & Author, C. C. (Year). Title of article. *Title of Periodical, volume number* (issue number), pages.

Author, A. A., & Author, B. B. (Year of publication). Title of chapter. In A. A. Editor & B. B. Editor (Eds.), *Title of book* (pages of chapter). Location: Publisher.

Producer, P. P. (Producer), & Director, D. D. (Director). (Year of publication). *Title of video*[Video]. Country of origin: Studio or distributor.

*[Continue for as many modules as are in your course]*

Please let me know if you have any questions about the resources I’ve requested.

Thank you for your assistance with this request.

*[Insert your closing signature]*