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


[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]