

CHECKLIST

1. **REQUIRED READINGS** only (because the volume is so high!).
2. Deliver them to the library **1-2 WEEKS IN ADVANCE**.
3. **SINGLE-SIDED** 8.5" x 11" pages, ready for scanning. Digital copy is acceptable (5 MB limit).
4. **COMPLETE, CORRECT CITATIONS** are required for legal & instructional purposes.
5. List items in the **ORDER THEY SHOULD APPEAR** on your Docutek course page.
6. **E-MAIL YOUR CITATIONS**, bibliography, or reading list to reserves@saic.edu

Print this page & fill out the course information below. Return to the library w/your pages for scanning.

Your name:		Today's date:	
Your e-mail or phone:			
Number of instructors teaching this course:			
Other instructors' names and e-mail addresses:			
Department:		Course number:	
Term/Year:	Course name:		
OPTIONAL: Teaching Assistants' names and e-mail addresses:		<u>REQUIRED</u> : Number of enrolled students:	
OPTIONAL: Course description or other brief note to display at the top of this e-reserves course page:		OPTIONAL: If you want your documents placed in "folders" (by week, date, topic, etc...), write folder labels here:	

E-MAIL YOUR CITATIONS to reserves@saic.edu . This is the information we need for each article:

Order of appearance on your Docutek course page	Name(s) of folder(s), if any. Which article goes in which folder?
What is this: book chptr; journal article; other (explain)?	If you own the copyrights to this material, please indicate!
FLAXMAN call number (if you have it)	Have you used this article for e-reserves before? Yes / No
Journal or book title	Book author or editor
Article or chapter title (include chapter number)	Article or chapter author
Volume/issue number(s), if any	Page numbers
Publisher	Publication date
Place of publication	ISBN or ISSN