**E-reserve submission guidance and sample form**

* Please provide full course and contact information
* 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
* If requesting more than 1 chapter from the same title, please indicate order of priority in case we are unable to scan them all
* Email your completed form to ereserve@ed.ac.uk.

**Preferred format:**

**Week of study**

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

**School of History, Classics and Archaeology**

**Request for materials to be digitised by E-reserve**

|  |  |  |  |
| --- | --- | --- | --- |
| **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 and Year | **Student Numbers** | 250 |
| **Subject Area** | History | **Date of Request** | DD/MM/YYYY |

**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, prioritise your requests and avoid potential delays in processing your requests**