INSTRUCTOR NAME: ___________________________  COURSE NUMBER: ___________________________

CONTACT E-MAIL AND PHONE NUMBER: ___________________________  COURSE TITLE: ___________________________

CHOOSE ONE:

☐ I would like you to make me a CD of all my documents as .pdfs. I will be responsible for uploading the documents to Blackboard and customizing my course page if I choose to do so. (Documents will be e-mailed if there are three or fewer.)

   Turnaround time = 1 week

☐ I would like you to scan and upload my documents to Blackboard. I understand that you will use a standard naming convention (Author, Title) and that the documents will be listed in alphabetical order on my course page. I have included a syllabus/reading list or otherwise made clear the authors and titles that I would like you to use for each article or chapter I’ve submitted.

   Turnaround time = 2 weeks

E-RES STAFF USE ONLY:  RCVD:    DUE:

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