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INSTRUCTOR NAME:

COURSE NUMBER:

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CONTACT E-MAIL AND PHONE NUMBER:

COURSE TITLE:

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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:**

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