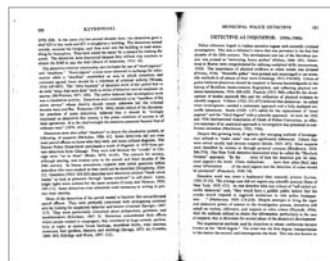
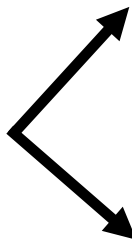


A Good, Clean Copy = Faster Posting!

The best way to ensure that your reserve items will be ready as soon as possible is to provide clean, clear photocopies that completely fill the page. Photocopies should be free of black edges/margins and unnecessary text. This can usually be accomplished by reducing or enlarging while photocopying.

Photocopies with unnecessary text on the side and black margins cause delays in processing. To make this photocopy 'eReserve friendly'...

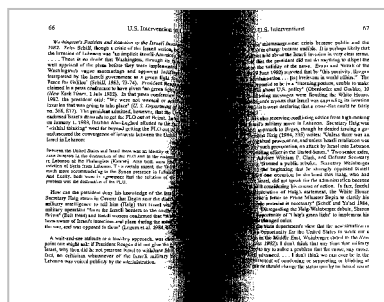
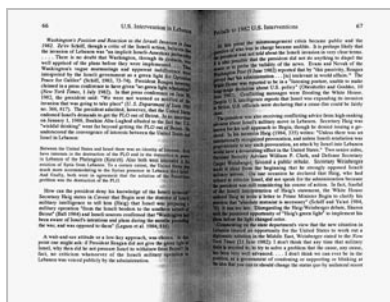


use the settings on the photocopier to reduce the copy to fit 2 pages on one sheet

or enlarge the copy so that the text fills the whole sheet of paper.



Gray shadows on photocopies can turn into unreadable black areas when scanned.



Pressing the book closer to the copier glass will help eliminate the shadowed areas.

An important point to remember...

All photocopies must include bibliographic information for the source of the photocopy.

For sources from books, the best way to include this information is to photocopy the title page or the verso. The required information is title, author/editor, publisher, place of publication and date.

Photocopies from periodicals must include the title of the article, author of the article, title of the periodical, volume number, issue and date of periodical. Many periodicals include this information on each page already; if not, it will need to be added to the photocopy.