

LIBRARY STAFF: _____ **Date this form was received:** _____

The University of Texas at Austin
FINE ARTS LIBRARY
E-R E S E R V E R E Q U E S T F O R M

INSTRUCTOR INFORMATION		COURSE INFORMATION	
Last Name		Course Dept.	
First name		Course Number	
EID		Unique Number	
Email		Course Title	
Teaching Assistant		Semester(s) Needed : Fall Spring SSI SSII	
<p>AUDIO FORMAT: The <i>preferred</i> format for your eReserves request is a compilation CD of burned audio files. MP3s are acceptable if the original audio tracks are not available. If this is not an option, we can access albums directly from the Fine Arts Library Collection.</p>			
<p>TRACK LISTINGS: Please send all track listings to mary.wegmann@utexas.edu as an attached document. Please list the items as you would like them to appear on the eReserves page. Include the following pertinent information, as applicable:</p>			
CALL NUMBER	ARTIST, TITLE & TRACK NUMBER (as you'd like it to appear on E-Reserve listing)		SPECIAL INSTRUCTIONS
			CD#? Week#? Etc.
<p>When requesting items from the Fine Arts Library collection, CALL NUMBERS are required!</p>			
<p>Please submit your request by email to the GRA Reserves Processor, Mary Wegmann, at mary.wegmann@utexas.edu, making certain to include all the above information. We will confirm that we have received your request.</p> <p>Any questions should be sent to: Mary Wegmann GRA, Reserves Processor Fine Arts Library The University of Texas at Austin Email: mary.wegmann@utexas.edu Work Phone: (512) 495-4481</p>			
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