

PRINTABLE RESERVE LIST FORM

Fine Arts - Music Library Reserve Reading Services - 4 West

This form is available online. From the Libraries homepage (www.lib.msu.edu) click on **General Info** then select **Faculty Services**. Under the heading **Reserve Services** select appropriate branch under **Printable Reserve List Forms**.

COURSE INFORMATION

Instructor _____ **Course Number** _____
Last First Department Abbreviation & Course Number

Department _____ **Expected Enrollment** _____
If enrollment is not supplied, no more than one copy of books will be on reserve

Mailing Address _____

Office Phone _____ **Complete E-mail Address (including @)** _____

- Check each semester readings will be assigned: Spring 20__ Summer 20__ Fall 20__
- Loan period 2-hour (no overnight checkout, library-use only)

PLACE MATERIALS ON RESERVE

- **PLACE MATERIALS ON RESERVE: List materials on next page.**

- **RENEW A PREVIOUSLY-USED BOOK LIST**

(Instructor-owned materials will be returned via campus mail at the end of each semester unless renewal is requested. Contact us at priceja5@mail.lib.msu.edu if you prefer to make other arrangements for pick-up.)

Renewal of previously-used list; check one of the renewal boxes below.

Renewal with NO CHANGES

Renewal with changes. *Indicate changes on back using the ADD and DELETE options.*

What semester and year was the list most recently used? _____

Was this course previously listed under another course number? Yes _____ No
Department Abbreviation Course Number

Was this list previously used by another instructor? Yes _____ No
Last Name, First Name

- **RESERVE BOOK PURCHASE REQUEST**

This form is available online. From the Libraries homepage (www.lib.msu.edu) click on **General Info** then select **Faculty Services**. Under the heading **Reserve Services** select **Place Materials On Reserve (or Renew a previously used list.)**.

- **STREAMING MUSIC REQUEST**

Please contact Jason Price at priceja5@mail.lib.msu.edu for inquiries.

**** STAFF USE ONLY ****

Rec'd by: _____ Date Rec'd: _____ Time Rec'd: _____ # of Copies Rec'd: _____ Expected Completion Date: _____

● PLACE MATERIALS ON RESERVE ●
● INDICATE CHANGES TO A RENEWED LIST ●

<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____ _____ _____	Author (Last Name, First Name): _____ _____ Title (Specify Year and Edition): _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> Library-Owned <input type="checkbox"/> Instructor Copy <input type="checkbox"/> Coursepack <small>(Provide syllabus or list of articles to be used as an index to the Coursepack.)</small>			
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____ _____ _____	Author (Last Name, First Name): _____ _____ Title (Specify Year and Edition): _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> Library-Owned <input type="checkbox"/> Instructor Copy <input type="checkbox"/> Coursepack <small>(Provide syllabus or list of articles to be used as an index to the Coursepack.)</small>			
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____ _____ _____	Author (Last Name, First Name): _____ _____ Title (Specify Year and Edition): _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> Library-Owned <input type="checkbox"/> Instructor Copy <input type="checkbox"/> Coursepack <small>(Provide syllabus or list of articles to be used as an index to the Coursepack.)</small>			
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____ _____ _____	Author (Last Name, First Name): _____ _____ Title (Specify Year and Edition): _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> Library-Owned <input type="checkbox"/> Instructor Copy <input type="checkbox"/> Coursepack <small>(Provide syllabus or list of articles to be used as an index to the Coursepack.)</small>			

This form may be copied, but must be accompanied by a completed "Course Information" page (from front).
 You may check the status of your Reserve list by going to the Library catalog (<http://magic.msu.edu>).
 Items on Reserve will indicate **LOCATION: ***MUSIC RESERVE*****.
If you have questions about Music Reserve Reading Services, please e-mail priceja5@mail.lib.msu.edu