

PRINTABLE RESERVE LIST FORM

Digital and Multimedia Center Reserve Reading Services

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:** 4-hour (no overnight checkout, in room 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 shawj@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 **Reserve Book Purchase Request**.

**** STAFF USE ONLY ****

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

Dept. &
Course No. _____

Instructor's
Last name _____

Semester/
Year _____

Loan 4-hour -
Period _____ room use only

● **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): _____	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>	_____	Title (Specify Year and Edition): _____	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____	Author (Last Name, First Name): _____	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>	_____	Title (Specify Year and Edition): _____	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____	Author (Last Name, First Name): _____	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>	_____	Title (Specify Year and Edition): _____	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	MSU Call #: _____	Author (Last Name, First Name): _____	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>	_____	Title (Specify Year and Edition): _____	

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://catalog.lib.msu.edu>).

If you have questions about DMC Reserve Reading Services, please e-mail shawj@mail.lib.msu.edu