PRINTABLE RESERVE LIST FORM
Engineering Library 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 _____

        Last   First

Course Number _____

       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)

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 engineering@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.**

Dept. &
Course No. _____

Instructor's
Last name _____

Semester/
Year _____

Loan
Period 2-hour -
no overnight

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

☐ ADD
☐ DELETE

☐ Library-Owned

☐ Instructor Copy

☐ Coursepack

(Provide syllabus or
list of articles to be
used as an index to
the Coursepack.)

MSU Call #:

_____

_____

_____

_____

Author (Last Name, First Name):

_____

Title (Specify Year and Edition):

_____

_____

_____

☐ Check here if *only* the cited edition can be used.
Otherwise, any available edition will be used.

Now available
on Reserve?
(Staff Use Only)

☐ ADD
☐ DELETE

☐ Library-Owned

☐ Instructor Copy

☐ Coursepack

(Provide syllabus or
list of articles to be
used as an index to
the Coursepack.)

MSU Call #:

_____

_____

_____

_____

Author (Last Name, First Name):

_____

Title (Specify Year and Edition):

_____

_____

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_____

_____

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Now available
on Reserve?
(Staff Use Only)

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 Engineering Reserve Reading Services, please e-mail engineering@mail.lib.msu.edu