PRINTABLE RESERVE LIST FORM
Main 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

Course Number

Department

Last

First

Department Abbreviation & Course Number

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___

• Choose loan period for LIBRARY-OWNED BOOKS:
  □ 2-hour (no overnight checkout, library-use only)
  □ 24-hour
  □ 3-day

Note: All personal materials will circulate with a 2 hour loan period. Use may be restricted by staff to "building 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 reserve@mail.lib.msu.edu if you prefer to make other arrangements for pick-up.)

  □ Renal 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
  □ Yes □ No
  Last Name, First Name

Special Requests:

• 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: ________
○ PLACE MATERIALS ON RESERVE ○
○ INDICATE CHANGES TO A RENEWED LIST ○

ADD
DELETE

Library-Owned
Instructor Copy
Coursepack

MSU Call #: ____________

Author (Last Name, First Name):

Title (Specify Year and Edition):

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

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

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 (www.lib.msu.edu).
Items on Reserve will indicate LOCATION: ***MAIN RESERVE***.

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