# PRINTABLE RESERVE LIST FORM
Main Library Reserve Reading Services

This form is available online. From the Libraries homepage ([www.lib.msu.edu](http://www.lib.msu.edu)) click on **General Info** then select **Faculty Services**. Under the heading **Reserve Services** select **Printable Reserve List Form**.

## COURSE INFORMATION

<table>
<thead>
<tr>
<th>Instructor</th>
<th>Course Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Last</td>
<td>First</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Department</th>
<th>Expected Enrollment</th>
</tr>
</thead>
<tbody>
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<tr>
<th>Mailing Address</th>
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<table>
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<tr>
<th>Office Phone</th>
<th>Complete E-mail Address (including @...)</th>
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- 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. Due to space limitations, no more than 3 copies of any title may be placed on reserve.

## 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.)*

  - 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 [ ]

  Was this list previously used by another instructor?  
  - Yes [ ]  
  - No [ ]

  **Special Requests:**

- **RESERVE BOOK PURCHASE REQUEST**

  This form is available online. From the Libraries homepage ([www.lib.msu.edu](http://www.lib.msu.edu)) click on **General Info** then select **Faculty Services**. Under the heading **Reserve Services** select **Reserve Book Purchase Request**.

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**** STAFF USE ONLY ****

<table>
<thead>
<tr>
<th>Rec’d by:</th>
<th>Date Rec’d:</th>
<th>Time Rec’d:</th>
<th># of Copies Rec’d:</th>
<th>Expected Completion Date:</th>
</tr>
</thead>
</table>
### PLACE MATERIALS ON RESERVE

**INDICATE CHANGES TO A RENEWED LIST**

| ☐ ADD | MSU Call #: | Author (Last Name, First Name): | | Now available on Reserve? | (Staff Use Only) |
| ☐ DELETE | | | | | |

- ☐ Library-Owned
- ☐ Instructor Copy
  - ☐ Coursepack
    - (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.

| ☐ ADD | MSU Call #: | Author (Last Name, First Name): | | Now available on Reserve? | (Staff Use Only) |
| ☐ DELETE | | | | | |

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

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