

# 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 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\_\_\_\_
- **Choose loan period for LIBRARY-OWNED BOOKS:**
  - 2-hour (no overnight checkout, library-use only)
  - 2-hour (overnight checkout 2 hours prior to desk closing)
  - 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](mailto: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  
Department Abbreviation Course Number

Was this list previously used by another instructor?  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](http://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** ●

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

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<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 ([www.lib.msu.edu](http://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](mailto:reserve@mail.lib.msu.edu)***