# 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>
<tr>
<td>Department</td>
<td>Expected Enrollment</td>
</tr>
<tr>
<td>Mailing Address</td>
<td></td>
</tr>
<tr>
<td>Office Phone</td>
<td>Complete E-mail Address (including @...)</td>
</tr>
</tbody>
</table>

- 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.)

  - 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.

### **** 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>