

# 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

**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\_\_
- **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](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: \_\_\_\_\_