

# PRINTABLE RESERVE LIST FORM

## Gull Lake 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\_\_
- **Loan period:** 2-hour (no overnight checkout, library-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 at the end of each semester unless renewal is requested.)*

- 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

- **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: \_\_\_\_\_

Dept. &  
Course No. \_\_\_\_\_

Instructor's  
Last name \_\_\_\_\_

Semester/  
Year \_\_\_\_\_

Loan 2-hour -  
Period \_\_\_\_\_ room use only

● **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> _____	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>	_____	<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.	
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE	<b>MSU Call #:</b> _____	<b>Author (Last Name, First Name):</b> _____	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>	_____	<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.	
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***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 (<http://catalog.lib.msu.edu>).  
***If you have questions about Gull Lake Reserve Reading Services, please e-mail [myost@kbs.msu.edu](mailto:myost@kbs.msu.edu)***