PRINTABLE RESERVE LIST FORM
Math Library Reserve Reading Services

This form is available online. From the Libraries homepage (**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 _____
        Last   First

Course Number _____
      Department Abbreviation & Course Number

Department _____

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

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 hoppes@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

- **RESERVE BOOK PURCHASE REQUEST**
  This form is available online. From the Libraries homepage (**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 _____

☐ 2-hour (no overnight)
☐ 2-hour (overnight)
☐ 24-hour

● **PLACE MATERIALS ON RESERVE** ●
● **INDICATE CHANGES TO A RENEWED LIST** ●

☐ ADD
☐ DELETE

☐ Library-Owned
☐ Instructor Copy
☐ Coursepack
(Provide syllabus or list of articles to be used as an index to the Coursepack.)

MSU Call #:
_____
_____
_____
_____

Author (Last Name, First Name):
_____

Title (Specify Year and Edition):
_____
_____

☐ Check here if *only* the cited edition can be used. Otherwise, any available edition will be used.

Now available on Reserve?
(Staff Use Only)

☐ ADD
☐ DELETE

☐ Library-Owned
☐ Instructor Copy
☐ Coursepack
(Provide syllabus or list of articles to be used as an index to the Coursepack.)

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_____
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_____
_____

Author (Last Name, First Name):
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*This form may be copied, but must be accompanied by a completed "Course Information" page (from front).
If you have questions about Math Reserve Reading Services, please e-mail* **hoppes@msu.edu**