PRINTABLE RESERVE LIST FORM
Fine Arts - Music Library Reserve Reading Services - 4 West

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 _____

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 via campus mail at the end of each semester unless renewal is requested. Contact us at holmer@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

● **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 Material Purchase Request.**

Dept. &
Course No. _____   Instructor's
Last name _____   Semester/
Year _____   Loan
Period _____

● 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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_____

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Title (Specify Year and Edition):
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_____
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Title (Specify Year and Edition):
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_____
_____

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Now available on Reserve? (Staff Use Only)

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).
Items on Reserve will indicate **LOCATION: ***MUSIC RESERVE***.**
If you have questions about Music Reserve Reading Services, please e-mail holmer@mail.lib.msu.edu