

PRINTABLE RESERVE LIST FORM

Main 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 **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. Due to space limitations, no more than 3 copies of any title may be placed on reserve.

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
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) 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: _____

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

<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <hr/> <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>	MSU Call #: _____ _____ _____ _____	Author (Last Name, First Name): _____ _____ _____ _____ Title (Specify Year and Edition): _____ _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <hr/> <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>	MSU Call #: _____ _____ _____ _____	Author (Last Name, First Name): _____ _____ _____ _____ Title (Specify Year and Edition): _____ _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <hr/> <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>	MSU Call #: _____ _____ _____ _____	Author (Last Name, First Name): _____ _____ _____ _____ Title (Specify Year and Edition): _____ _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>
<input type="checkbox"/> ADD <input type="checkbox"/> DELETE <hr/> <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>	MSU Call #: _____ _____ _____ _____	Author (Last Name, First Name): _____ _____ _____ _____ Title (Specify Year and Edition): _____ _____ _____ _____ <input type="checkbox"/> Check here if <i>only</i> the cited edition can be used. Otherwise, any available edition will be used.	Now available on Reserve? <i>(Staff Use Only)</i>

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 (www.lib.msu.edu).
 Items on Reserve will indicate **LOCATION: ***MAIN RESERVE*****.
If you have questions about Reserve Reading Services, please e-mail reserve@mail.lib.msu.edu