PRINTABLE RESERVE LIST FORM
Veterinary Medicine Library Reserve Reading Services

This form is available online. Select the appropriate branch under Printable Reserve List Forms at
http://www2.lib.msu.edu/general/service-faculty.jsp.

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 (library-use only)
☐ 2-hour (overnight checkout 1 hour before close)

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 **vetmed@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 Book 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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