

Staff use only. File under:

\_\_\_\_\_

## Reserve Sign-in Sheet

*Please fill out a form for each item you intend to have on reserve.*

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

Phone/ e-mail \_\_\_\_\_

Course number and name \_\_\_\_\_

Title of reserve: \_\_\_\_\_

\_\_\_\_\_

Date placed on reserve \_\_\_\_\_

Format of item: (Circle one) book, article, video-recording, other \_\_\_\_\_

Item is an **original** or **copy** (Circle one)

Item is your **personal property** or **property of MSU**? (Circle one)

Would you like the item to be tattle-taped for security? (Circle one) Yes No

Item should remain on reserve (Circle one) Indefinitely This semester only

Note: If possible, please attach a copy of your syllabus. This will help when students come in to request the items.