

MSC Reserve Materials Form

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MSC STAFF ONLY

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		Title: _____ Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> 3-Ring Binder <input type="checkbox"/> Packet <input type="checkbox"/> Audio CD <input type="checkbox"/> CD-ROM <input type="checkbox"/> Video DVD <input type="checkbox"/> DVD-ROM <input type="checkbox"/> VHS Tape <input type="checkbox"/> Audiocassette	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____ <input type="checkbox"/> Semester End <input type="checkbox"/> Never			
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		Title: _____ Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> 3-Ring Binder <input type="checkbox"/> Packet <input type="checkbox"/> Audio CD <input type="checkbox"/> CD-ROM <input type="checkbox"/> Video DVD <input type="checkbox"/> DVD-ROM <input type="checkbox"/> VHS Tape <input type="checkbox"/> Audiocassette	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____ <input type="checkbox"/> Semester End <input type="checkbox"/> Never			

MSC Reserve Policies: The MSC will hold **up to five copies** of any single reserve item. Please allow 2 business days for the processing of any materials placed on reserve. The MSC requires that a syllabus be included with each copy of an item that contains multiple articles, (packet or binder.) **An additional syllabus must be attached to this form.** If reserve articles are found to be incomplete, additional copies will be requested, **not produced**, by the MSC. All reserve items are available to students for two hours at a time, on a first-come first-served basis. Items that are available for overnight/weekend usage will be loaned to students after 4:00 PM, with a requested return time of 10:00 AM on the next business day. **At least one copy of any item on reserve will be designated "no overnight"** by the MSC, in order to preserve their availability during our regular hours of operation, **M-TR 8:00 AM – 9:00 PM, F 8:00 AM – 6:00 PM.** (Summer and break hours differ.)

Professor: _____ E-Mail: _____

TA: _____ E-Mail: _____

Course #: _____ Course Name: _____

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