

MSC Reserve Materials Information for Faculty Phone# 353-4201

Fall 2008

All MSC Reserve information and forms are available on the SarNet at the following location:

N:\Public Documents\MSC Forms

Please read these instructions carefully. We will return incorrectly submitted materials to you.

To submit materials for reserve (5 copies maximum), please use the 'MSC Reserve Materials' form.

Fill out the author, title, number of copies, how the materials may be used *checked out for two hours, overnight/used in MSC only*), course number, and instructor's/TA's names. Please fill out the Reserve Materials slip provided as well. The slip(s) will be affixed to your reserve materials if they are in envelopes in order to label them more clearly and organize the materials more completely.

To comply with copyright law, we cannot accept photocopied materials without a copyright statement on the first page of every copy. Most journals print this statement on the first page of each article. Items will be returned to you without these statements. If it is not printed you must write it in. A sample statement would be:

“Copyright <year> by <publisher>.”

List the author and title of every item in a packet. Without this information we have no way of knowing whether an item is present, checked out, or stolen. **Please submit a typed syllabus with the reserve items numbered on it for MSC records.** Also, please clip individual chapters when in binders.

All single articles must be in envelopes or pocket folders. All large packets (over 100 pages) must be submitted in ring binders of adequate size. Please note that additional copies may be placed on reserve at Mugar Library. **Forms for use at Mugar, Media Services, and Krasker are available from your administrative assistant, program coordinators, and staff assistants.** You may also print and/or download them from: **Sargent on 'Sar-alpha'/Public Documents/MSC Forms.**

Unless you specify otherwise on your reserve material form, it is our policy to permit overnight use of articles of which we have two or more copies. Overnight checkout begins at 4 p.m. and all items are due at 10 a.m. the following day. Other materials may be signed out overnight only if the instructor gives permission on the reserve form. The last copy of any item may not be checked out overnight unless the instructor specifies that it may.

Items submitted during the first two weeks of classes may not be available to students immediately due to a backlog of other last-minute submissions that must be processed. Submit your materials early if you wish to avoid this delay.

- ***Once again thank you for reading this handout and following our recommendations!*** -

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