

# Reserve Form

**Stapleton Library**

www.iup.edu/library/departments/access-services/reserves



<b>Date Received:</b>
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**e-reserve@iup.edu**

Instructor's Name \_\_\_\_\_  
Last First

Date \_\_\_\_\_

Department Name \_\_\_\_\_

Email \_\_\_\_\_

College Name \_\_\_\_\_  
Personal copies will be delivered to this office when indicated on this form

Phone # \_\_\_\_\_

Course # \_\_\_\_\_

Course Title \_\_\_\_\_

**\*Circulation Loan Period\***

(If blank 1hr is assumed)

- 1 Hour Library Use Only
- 2 Hour Library Use Only
- 3 Hour Library Use Only
- 1 Day
- 3 Day
- 7 Day

**Please choose the beginning and ending semesters for your items.**

**Beginning Semester (year)**

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Pre-Session \_\_\_\_\_
- Summer I \_\_\_\_\_
- Summer II \_\_\_\_\_
- Other \_\_\_\_\_

**Ending Semester (year)**

- Fall \_\_\_\_\_
- Spring \_\_\_\_\_
- Pre-Session \_\_\_\_\_
- Summer I \_\_\_\_\_
- Summer II \_\_\_\_\_
- Other \_\_\_\_\_

**Citation Information:**

Title: _____	<input type="checkbox"/> Personal Copy
Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Library Owned Call Number: _____
Title: _____	<input type="checkbox"/> Personal Copy
Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Library Owned Call Number: _____
Title: _____	<input type="checkbox"/> Personal Copy
Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Library Owned Call Number: _____

Title: _____ Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Owned Call Number: _____
Title: _____ Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Owned Call Number: _____
Title: _____ Author: _____ <input type="checkbox"/> Book <input type="checkbox"/> Media <input type="checkbox"/> Other	<input type="checkbox"/> Personal Copy <input type="checkbox"/> Library Owned Call Number: _____

**Processing time depends on the volume of items received.**

**Materials are put on reserve at the professor's own risk.**

**All photocopies will be assessed under copyright guidelines.**

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**FOR RESERVE PROCESSOR USE ONLY**

**Steps to check for accuracy of processed Reserve materials:**

1.  Make sure there is a reading list in the binder
  - a.  Double check spelling of titles and names
  - b.  Check that all necessary items are highlighted
  - c.  Check that multiple copies and/or editions are notated on the reading list
  - d.  If these are shared materials, make sure the "shelved under" professor is noted
2.  Check to see if these items were added to an existing reading list
  - a.  If so, ensure that this form is attached to the original form on file
3.  Check all items on the reading list for the following:
  - a. Personal copies:
    - i.  Books should be marked as "Uncataloged Personal Copy"
    - ii.  Media or other marked as "Uncataloged Personal Copy – DVD" (or Photocopy, etc.)
  - b. Library copies:
    - i.  Check that the items is temporary on Reserve in Alma
    - ii.  Check that the call number is accurate
  - c. ACT 101
    - i.  These books should be marked as "ACT 101 – Textbook Lending Program"
4.  Compare the number of items on the Reserve shelf with the reading list
5.  Verify that information is accurate on:
  - a.  The reading list
  - b.  The blue cards
  - c.  The labels on the materials
6.  Compare the reading list in Alma with the information on the Reserve form
  - a.  Check that the Due Back date corresponds with the Reserve removal date on the Reserve Form
  - b.  Ensure that the status is set to Complete on the Reading List in Alma
7.  Ensure that the professor was added to the "Course List" in Alma
8.  Ensure that all items check out properly in Alma and the correct loan period is reflected in the transaction
9.  Ensure that all Library copies are unsuppressed in Alma
  - a.  Search for the Library copy in the Library Catalog
    - i.  Ensure that the item comes up when searched and that it shows "Temporarily on Reserve"

Checked by:

Full Name: \_\_\_\_\_ Date Checked \_\_\_\_\_