

Reserve Form

Stapleton Library

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e-reserve@iup.edu

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Author: _____ BBBB ' /LEUDU\ 2ZQH G
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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.

FOR RESERVE PROCESSOR USE ONLY

Steps to check for accuracy of processed Reserve materials:

1. BB 0DNH WKHUV LV D UHDGLQJ OLVW LQ WKH ELQGHU
 - a. ___ Double check spelling of titles and names
 - b. BB &KHFN WKDW DOO QHFHVVDU\ LWHPV DUH KLJKOLJKWHG
 - c. ___ &KHFN WKDW PXOWLSOH FRSLHV DQG RU HGLWLRQV DUH QRWDWHG
 - d. ___ If these are shared materials, make sure the "shelved under" professor is noted
2. BB &KHFN WR VHH LI WKHVH LWHPV ZHUH DGGHG WR DQ H[LVWLQJ UHDGLQJ
 - a. ___ If so, ensure that this form is attached to the original form on file
3. BB &KHFN DOO LWHPV RQ WKH UHDGLQJ OLVW IRU WKH IROORZLQJ
 - a. Personal copies:
 - i. BB %RRNV VKRXOG EH PDUNHG DV 38QFDWDORJHG 3HUVRQDO &RPSDUH WKH QXPEHU LV DFFXUDWH
 - ii. BB 0HGLD RU RWKHU PDUNHGDOO (8PDUNHGDOO) JHG 3HUVRQDO &RSRQDO WKH QXPEHU LV DFFXUDWH
 - b. Library copies:
 - i. BB &KHFN WKDW WKH LWHPV LV WHPSRUDU\ RQ 5HVHUYH LQ \$OPD ZLWK WKH LQIRUPDWLRQ RQ WKH 5HVHUYH
 - ii. BB &KHFN WKDW WKH FDOO QXPEHU LV DFFXUDWH
 - c. \$ & 7
 - i. BB 7KHVH ERRNV VKRXOG EH WHPSRUDU\ RQ 5HVHUYH LQ \$OPD ZLWK WKH LQIRUPDWLRQ RQ WKH 5HVHUYH
4. BB &RPSDUH WKH QXPEHU RI the Reading List RQ WKH 5HVHUYH VKHOI ZLWK
5. ___ Verify that information is accurate on:
 - a. ___ The reading list
 - b. ___ The blue cards
 - c. ___ The labels on the materials
6. ___ &RPSDUH WKH UHDGLQJ OLVW LQ \$OPD ZLWK WKH LQIRUPDWLRQ RQ WKH 5HVHUYH
 - a. BB &KHFN WKDW WKH 'XH %DFN GDWH FRUUVSRQGV ZLWK WKH 5HVHUYH
 - b. BB (QVXUH WKDW WKH VWDWXV LV VHW WR &RPSOHWH RQ WKH 5HDG
7. BB (QVXUH WKDW WKH SURIHVVURU ZDV DGGHG WR WKH 3&RXUVH /LVW LQ
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. BB 6HDUFK IRU WKH /LEUDU\ FRS\ LQ WKH /LEUDU\ &DWDORJ
 - i. BB (QVXUH WKDW WKH LWHP FRPHV XS ZKHQ VHDFKHG DQG WKH &KHFNHG E\)XOO 1DPH BBBB