

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 WKH UH LV D UHDGLQJ OLW 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[LVLWLRQ UHDGL
a. If so, ensure that this form is attached to the original form on file
3. BB &KHFN DOO LWHPV RQ WKH UHDGLQJ OLW IRU WKH IROORZLQJ
a. Personal copies:
i. BB %RRNV VKRXOG EH PDUNHG DV 38QFDWDORJHG 3HUVRQDO &P
ii. BB 0HGLD RU RWKHU PDUNHGDD (8PDUNHGDD) JHG 3HUVRQDO &RS
b. Library copies:
i. BB &KHFN WKDW WKH LWHPV LV WHPSRUDU\ RQ 5HVHUYH LQ \$OP
ii. BB &KHFN WKDW WKH FDOO QXPEHU LV DFFXUDWH
c. \$ & 7
i. BB 7KHVH ERRNV VKRXOG EH WHPSRUDU\ RQ \$ & 7URJUDP
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 OLW LQ \$OPD ZLWK WKH LQIRUPDWLRQ RQ WK
a. BB &KHFN WKDW WKH 'XH %DFN GDWH FRUUVSRQGV ZLWK WKH 5HV
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 WK
&KHFNHG E\
)XOO 1DPH BBBB