MSJC Libraries
Textbook/Reserve Materials Donation Form

Textbook □ Reserve Materials □

________________________________________      __________________________
Last Name, First (please print)                        Semester/Year

________________________________________      __________________________
Item or Title/Author/Edition                             Course/Number

Reserved Materials: Access limited to your students only? YES_____ NO_____

Will you reclaim Textbook/Materials? YES_____ NO_____ ________________ When?

(Unclaimed materials will become the property of the Library when no longer current)

________________________________________      __________________________
Signature/Date                                      Phone/E-Mail

Textbooks will be shelved in the self-service “Textbook” area next to the Reference books.

- Textbooks and regular books
- Can be viewed by anyone

Reserved Materials are items that cannot usually be shelved.

- Academic Journals/Periodicals
- Physical Items
- CD’s and DVD’s
- Requires a Student or Faculty I.D. to view

(The Library will not accept textbooks under this category)

Please Note: Books and items will be processed with identifying stickers and tape. This may damage covers or binders.