

Not to Circulate Books A limited number of books remaining in the book stacks may be placed in this category when heavy course usage makes this necessary. These books remain on the open stacks but they may not be checked out. To exercise this option, complete the “Not to Circulate” List Form available from the Cataloging Assistant (Monday thru Friday, 8:30 a.m. – 4:30 p.m.) and return it to her or to a Reference Librarian (610) 861-1543.

**REEVES LIBRARY, MORAVIAN COLLEGE
“NOT TO CIRCULATE” LIST FORM**

Date _____

**Department and
Course Number** _____

Instructor _____

**Date to be returned to
regular circulation** _____

Please attach the list of books to be made “not to circulate” and give to Jennie Messics (Cataloging Dept. Mon.-Fri. 8:30 a.m.-4:30 p.m.) or to a Reference Librarian. If you need assistance compiling a list, please see a Reference Librarian.