

Not to Circulate Books If all of the students in your class will need access to the same subject area for an assignment, the books may be placed in the “not to circulate category” so that they will be available and not checked out by the first students to come to the library. These books will remain on the open stacks but they may not be checked out. To exercise this option, complete the “Not to Circulate” List Form and return it to Jennie Messics, Cataloging Assistant, Mon. – Fri. 8:30 a.m. -1:30 p.m. 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.-Thurs. 8:30 a.m.-1:30 p.m.) or to a Reference Librarian. If you need assistance compiling a list, please see a Reference Librarian.