

MERLIN Reserve Standards and Guidelines

- Entering professors' name for course reserves
 - Using upper case enter the last name followed by first full name
 - Using upper case and in parenthesis enter the campus code after the first name
 - In cases where more than one campus may have a "John Smith" teaching, a middle initial should be used to differentiate the names.
 - Examples
 - SMITH, JOHN B (UMKC MNL)
 - SMITH, JOHN C (MU ELLIS)
- Entering course names
 - Enter the course name and/or number in upper case as it appears in the campus class schedule and/or course catalog.
 - Using upper case and in parenthesis enter the campus code.
 - Examples
 - ECONOMICS 413 (MU ELLIS)
 - ECOMONICS 413 (UMKC MNL)
 - IMAGE OF THE HUMAN BODY (UMKC MNL)
- Do not use abbreviations for course names.
 - Enter BIO as BIOLOGY, ENG as ENGLISH, ENG as ENGINEERING
 - The first line of the course title must meet this standard. Additional lines used may vary from the standard to meet local needs.
- Multiple courses need to be on separate entries.
 - In cases where the materials are on reserve for more than one course, include each course number or name in a separate course entry.
 - In cases where two faculty members are listed for the same course, include each name in a separate course entry
 - Each course and name will display in the OPAC.
 - Examples
 - Multiple courses

PROF/TA	FALLS, JAMES (UMKC MNL)
COURSE	HISTORY 400V (UMKC MNL)
COURSE	HISTORY 500RV (UMKC MNL)
COURSE	FLORENCE & MEDICI: GOLDEN AGE OF RENAISSANCE ITALY (UMKC MNL)
 - Multiple professors

PROF/TA	JURISSON, SILVIA (MU ELLIS)
PROF/TA	MILLER, WILLIAM (MU ELLIS)
COURSE	CHEMISTRY 361 (MU ELLIS)
COURSE	NUCLEAR ENGINEERING 391 (MU ELLIS)
- Interlibrary loan.
 - Items belonging to MERLIN libraries may not be put on reserve at another MERLIN library.
 - University of Missouri Depository items may be borrowed and placed on reserve with the permission of the owning library.
 - The owning library may rescind the loan at any time.
 - The borrowing library will keep a record of the individual granting permission. A note will be added to the item record.

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