

## Weigel Library Reservations

During Summer 2015 K-State Libraries is migrating to a new circulation system or the computer program to check library materials in and out!

Due to this change, I need to delete all the current course reserve lists in Voyager and create new ones in Alma, the new system. I'm asking APDesign faculty members to seriously review and edit their reserve lists and let me know what adjustments to make for Fall 2015. Please take this opportunity to update/reduce the number of reserve materials behind the Weigel circulation desk. Present reserve lists from Voyager for your classes will be placed in your mailboxes for your review.

Please communicate with me by email ([mlganske@ksu.edu](mailto:mlganske@ksu.edu)), phone (2.5978) or in person (Seaton 323) your instructions regarding your course reserves. In other words I need to know what courses will be taught this fall by whom and what reserves you need to keep for each class and which of the present reserves can go back into the stacks. Ideally the deadline is Monday, June 1.

I know this is another task needing your attention in addition to boxing up and moving offices. I realize for you, as faculty, the library's new circulation program with new reserves lists is so minor in the whole scheme of relocating the College of APDesign, the faculty and students.

In order for Weigel to serve our patrons as efficiently and effectively as possible in the fall, I need to have faculty instructions regarding reserves. Thanks for your cooperation and understanding.