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Course Reserves Specialist  
[reserves@westga.edu](mailto:reserves@westga.edu)  
678-839-6502

## UWG Ingram Library

### - RESERVE REQUEST FORM -

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Lists are processed in the order received and items are made available for student checkout ASAP, but submit requests early for best results!

Date Needed: \_\_\_\_\_

Date Received: \_\_\_\_\_

Date Completed: \_\_\_\_\_

INSTRUCTOR INFORMATION			COURSE INFORMATION			
Name:			Semester/Year:			
Department:			Course # and section:			
E-mail:			Course Title:			
Phone:			CRN:			
Office Building & Number :						
ITEMS FOR RESERVE						
Call Number (or PC for personal copy)	Item Type (BOOK, DVD or CD)	Author	Title	Loan Period (Use codes at The bottom)	# Copies	To Order? (X if yes)
<i>Ex. LB 2369 .G53 2016</i>	<i>Book</i>	<i>Modern Language Association of America</i>	<i>MLA Handbook</i>	<i>BL</i>	<i>1</i>	<i>X</i>

The library strongly recommends that all instructor *personal copies* be designated IN LIBRARY USE ONLY.

To submit this form electronically, save and send as an attachment to [reserves@westga.edu](mailto:reserves@westga.edu) .

<b>LOAN PERIODS</b>	<b>In-Library Use Only</b>		<b>Can leave the Library</b>	
	AL – 2 hours	CL – 4 hours	B – 3 hours	D – 3 days
	BL – 3 hours		C – 4 hours	E – 7 days