Requesting Physical Items from the Ingram Library

Dear UWG Students, Faculty, and Staff:

The Ingram Library will be providing a new Online Request Process for all library users wishing to check out physical items from the library. We will also be supporting library users who come to the library in “real time” needing to request an item.

To maintain social distancing efforts and expedite access to library materials, all requested items will be pulled from the stacks by library staff members.

Online Request Process:
1. Search the Ingram Library Catalog and locate an item you would like to check out
2. You will then need to login using your UWG ID and password to enable you to request the item
3. You will see below the citation a link that says “Available at Ingram Library Stacks”: Click on this link
4. You will then see a page at the top of which it says “Get It” and below that you will see an option to “Request” the item: Click on “Request”
   • If you are a Student, the default for pickup will the the Ingram Library Circulation Desk

If you are Faculty or Staff, the default for pickup will be your office on campus (i.e., we will send the item to you via inter-campus mail)