

UNG Libraries Course Reserves Request Form

Please Print Clearly

Faculty Name _____ UNG ID # _____

Email _____ Date of Request _____ Effective Date _____ Removal Date _____

Course Name _____ Course # _____

Please select campus library: Dahlonga Cumming Gainesville Oconee

Allow five (5) business days from *date of request* for materials to be processed and made available to students for check out.

On the back of this form, please provide author/title information for each item, select the desired circulation policy, and attach your *current course syllabus*.

Please note and initial the following:

_____ A barcode sticker will be placed on all personal items for processing. The library is not responsible for the replacement cost of lost, stolen, or damaged items.

_____ Instructor Review/Copy Edition textbooks may not be put on reserve.

_____ UNG Libraries reserve the right to deny any request which is not in compliance with the BOR Copyright Policy.

_____ 2nd generation copies, i.e. photocopies will not be accepted for placement on reserve.

_____ If multiple copies of an item exist in the library, one must remain available for circulation.

More information is available at ung.edu/libraries under For Faculty>Course Reserves.

Please sign & date

Name _____ Date _____

Questions? Please contact library@ung.edu

Received By	UNG Campus	Processed	Removed
Office use only	Office use only	Office use only	Office use only

UNG Libraries Course Reserves Request Form Item Information

Author/Title	Item Circulation Policy Please select per item	Call Number/Barcode <small>Office Use Only</small>
	<input type="checkbox"/> Library Use Only – 3 Hours <input type="checkbox"/> Outside Library Use – 1 Day <input type="checkbox"/> Outside Library Use – 3 Days <input type="checkbox"/> Outside Library Use – 7 Days	
	<input type="checkbox"/> Library Use Only – 3 Hours <input type="checkbox"/> Outside Library Use – 1 Day <input type="checkbox"/> Outside Library Use – 3 Days <input type="checkbox"/> Outside Library Use – 7 Days	
	<input type="checkbox"/> Library Use Only – 3 Hours <input type="checkbox"/> Outside Library Use – 1 Day <input type="checkbox"/> Outside Library Use – 3 Days <input type="checkbox"/> Outside Library Use – 7 Days	
	<input type="checkbox"/> Library Use Only – 3 Hours <input type="checkbox"/> Outside Library Use – 1 Day <input type="checkbox"/> Outside Library Use – 3 Days <input type="checkbox"/> Outside Library Use – 7 Days	
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	<input type="checkbox"/> Library Use Only – 3 Hours <input type="checkbox"/> Outside Library Use – 1 Day <input type="checkbox"/> Outside Library Use – 3 Days <input type="checkbox"/> Outside Library Use – 7 Days	
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	<input type="checkbox"/> Library Use Only – 3 Hours <input type="checkbox"/> Outside Library Use – 1 Day <input type="checkbox"/> Outside Library Use – 3 Days <input type="checkbox"/> Outside Library Use – 7 Days	

If you require this content in an alternate format for accessibility purposes
(e.g. Braille, large print, audio) please contact angela.megaw@ung.edu.