

# 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.

More information is available at [ung.edu/libraries](http://ung.edu/libraries) under For Faculty>Course Reserves.

Please sign & date

Name \_\_\_\_\_ Date \_\_\_\_\_

**Questions?** Please contact [accessservices@ung.edu](mailto:accessservices@ung.edu)

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

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### 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	
	<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](mailto:angela.megaw@ung.edu).