

Spring 2021 Reserves Process

Ingram Library will continue to offer course reserves during Spring semester.

- If you would like to place an item on reserve, please fill out the reserve request form, which can be found here at the bottom of our Course Reserves webpage <https://www.westga.edu/library/course-reserves.php>. Then, return the form and any accompanying materials to Casey Cobb, our Course Reserve Specialist, via email or campus mail.
- In accordance with research done by Battelle Labs, we will be quarantining physical items for one week after return. Because of this, if you can provide multiple copies of items for reserve, we will be better able to fulfill student requests.
- If you would like to make content available for students electronically, please contact us, and we will work with you to meet students' needs. This request and any other questions regarding reserves can be directed to reserves@westga.edu.