Course Reserve Form

Fill out one form per course.

**DEADLINE**

Forms can be emailed to [artlibrary@uga.edu](mailto:artlibrary@uga.edu)

Or a physical copy can be dropped off at the Art Library.

|  |  |
| --- | --- |
| Instructor Name |  |
| Course Name |  |
| Course Number(s) |  |
| CRN (if scanning for eLC) |  |
| ☐ Permission for us to be added as librarian to eLC course  \*this box must be checked if you want scans to be added to your eLC page | |
| Password for eLC scans |  |
| Request Type | ☐ New Course  ☐ Reactivate reserve list. Last semester taught: \_\_\_\_\_\_\_\_\_\_  ☐ Addition to existing reserve |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title/Author** | **Call Number** | **Loan Period** | **Request Type** | **Pages to scan, if any** |
|  |  | ☐ 7 day  ☐ 3 day  ☐ 1 day  ☐ 2 hours  ☐ In-library use | ☐ Physical item  ☐ Scan for ELC  ☐ Both |  |
|  |  | ☐ 7 day  ☐ 3 day  ☐ 1 day  ☐ 2 hours  ☐ In-library use | ☐ Physical item  ☐ Scan for ELC  ☐ Both |  |
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