UGA Law Library
RESERVE ITEMS SUBMISSION FORM

Please complete this form for each new item you are submitting for Course Reserves. Turn this form in at the Circulation Office. If you have any questions, please call Circulation at 2-1922. You can expect material to be available 24 hours after submission.

NOTE: Submitted copies will be retained until the beginning of the next school term, when they will be discarded, unless return is specifically requested.

Faculty Member: ____________________________________________________

Course ________________________________   JURI# _____________________

For materials owned by the Law Library, please provide the following:

Title: _____________________________________________________________

Call# _____________________________________________________________

For item suitable for e-Reserve, attach one copy (paper or electronic) and provide the following:

Title or other identifying information: ___________________________________

For items owned by you:

Acknowledge here that you understand that the Law Library will place a permanent barcode and security tag on the item, as well as temporary classification labels in order to allow it to circulate. _______ (initial here)

The permanent security tag can be omitted. Please initial here if you wish the library NOT to secure the material, recognizing that the Law Library is not then responsible for the item’s theft. _______ (initial here)

Describe here any special instructions for your personal material:

____________________________________________________________________
____________________________________________________________________

*** STAFF: Retain forms with special instructions***