

Requesting Physical Materials from Ingram Library

Ingram Library is implementing a new *Online Request Process* which will allow faculty, staff, and students to request physical items to be pulled in advance. These items can then be easily picked up at the Circulation desk in the library. Faculty and staff will also be given the option to have items delivered via campus mail to their UWG office.

This process will begin for faculty and staff on August 7th, 2020.

This process will begin for students, alumni, and guests on August 12th, 2020.

To request physical materials in advance:

1. Search the [Ingram Library Catalog](#) and locate an item you would like to check out
2. Use the grey box labeled “Log In For Services” in the top right hand corner to access your library account. Make sure to login with your UWG credentials.
3. In the catalog entry for your desired item, click the “available at Ingram Library” link
4. In the “Get It” section, click the “Request” button
5. Complete the form and click the green “Request” button
 - **Faculty** and **Staff**: please put in your office address if you would like your materials sent to your office. If this section is empty, items will not be mailed and can be picked up in the library

To pick up your requested materials:

1. If you have not opted for office delivery: you will receive an email letting you know your requested items are on the hold shelf. Once you receive the email, you can pick your items up at the circulation desk in the library. They will be held on the shelf for 10 days.
2. If you have included information for **office delivery**: you will receive an email notifying you that an item has been checked out on your account. Once the item is on your account, we will send it through campus mail.