

## Course Reserves Process

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

- We are asking that all faculty and instructors who would like to have an item on reserve fill out our reserve request form at this link: [Reserve Request Form](#).
- We will work to find content electronically when possible and will be offering physical course reserves if none is available.
- We will be quarantining physical items on reserve for 4 days after return.
- If multiple copies of required items can be provided, we will be better able to fulfill student requests. Any questions regarding reserves can be directed to [reserves@westga.edu](mailto:reserves@westga.edu).

Question from Shelley: reserve checkout has been something like 2 or 4 hours, right? So the new rule is that even after that short checkout, it will be quarantined for 4 days? This sounds like a problem to me for the physical items. Couldn't they be wiped as soon as possible and immediately available to the next student? I am thinking if that item is needed a lot in a particular weekly assignment, a 4-day quarantine is going to be very hard on the students. I'll add that I have no experience with Reserves, so maybe I'm completely off track, but just to let you know my initial thoughts.

This decision is based on research done by Battelle Labs to determine how long the virus lives on various library materials.

Test 1

<https://www.webjunction.org/content/dam/WebJunction/Documents/webJunction/realm/test1-report.pdf>

Test 2

<https://www.battelle.org/newsroom/news-details/battelle-study-coronavirus-undetectable-on-some-library-materials-after-three-days>