**Guidelines for Submitting Academic Reserve Items**

**Andrew Carnegie Library**

**Livingstone College**

1. Submit an Academic Reserve Request Form via email through the google form
2. Forms are located on the Livingstone College Homepage under Andrew Carnegie Library>Library Forms and can be submitted to [bluebearlibrary@gmail.com](mailto:bluebearlibrary@gmail.com) or [jcockerl@livingstone.edu](mailto:jcockerl@livingstone.edu)
3. Forms are also located at the Circulation Desk in the Andrew Carnegie Library and can be submitted in-person to any staff member.
4. Submit all forms 5 days prior to the date needed. *Note: Requests take 1-3 days before they become available for use. Processing time depends on the number, length, quality of material(s), as well as the time of the semester.*
5. A new Academic Reserve Request Form is required for new and additional items for each assignment and semester.
6. There are no “standing reserves”. Reserves must be collected at the end of each semester, preferably at the end of each assignment if applicable.
7. Incomplete Academic Reserve Request Forms may not be processed. We must have all of the necessary information to process the request.
8. Academic reserves cannot be removed from the Andrew Carnegie Library by students. Please remind students to bring Livingstone College ID to use reserves. Students cannot pick up a reserve item to return to the faculty/staff member.

**\*Please contact the Andrew Carnegie Library at (704) 216-6030**

**if you have further questions.**