



Riggs Library Retrieval Request Form

1. Riggs requests received by 12 noon will be available by 3pm the same day if Riggs library is available. The President's Office uses the Riggs Library extensively for University functions, and in some cases materials may not be available until 24 to 36 hours after a request is made.
2. Riggs materials are not retrieved on weekends or University holidays - for example, requests made on a Friday afternoon will not be retrieved until the following Monday, at the earliest.
3. Once retrieved, Riggs materials will be held at the Circulation Desk for 48 hours. Materials not picked up by then will be returned to storage unless other arrangements are made with the Stacks Services Coordinator (Craig Sallinger, 2026877499, cjs79@georgetown.edu)
4. Riggs materials are subject to the same circulation and use policies as Lauinger materials.
5. If materials and/or patrons are not eligible for extended borrowing and materials are needed over a period of time, they may be kept on the "2 Day Holdshelf" at the Circulation Desk. If special circumstances exist please contact the Stacks Services Coordinator.

Date: _____ Time: _____

Patron Name: _____

Telephone: _____ NetID: _____

Georgetown Affiliation: _____

Books

Call Number: _____ Author: _____

Title: _____

Call Number: _____ Author: _____

Title: _____

Call Number: _____ Author: _____

Title: _____

Journals

Periodical Title: _____

Article Title: _____ Author: _____

Volume: _____ Number: _____ Month/Year: _____ Pages: _____ to _____

Periodical Title: _____

Article Title: _____ Author: _____

Volume: _____ Number: _____ Month/Year: _____ Pages: _____ to _____

Periodical Title: _____

Article Title: _____ Author: _____

Volume: _____ Number: _____ Month/Year: _____ Pages: _____ to _____

Library Use Only

Date of pick-up: _____ Time of Pick-up: _____ Initials: _____