

LIBRARY : RESOURCE CENTRE

INTERLIBRARY LOAN REQUEST FORM

(This form should only be used for items not available in your campus library such as Book/Report/Journal/Conference Proceeding/Standard etc.)

Please write clearly using one form per request. Hand the form into any library issue desk.

Name: _____	
FNU ID number: _____	Date: _____
Dept. and College: _____	Phone: Fax: _____ Email: _____
Author: _____	
Book or journal/magazine/patent/proceeding title: _____	
(For book only) Publisher: _____	Place & date of publication: _____
Volume: _____	Number: _____ Date: _____ Page(s): _____
<u>Copyright Declaration</u>	
I declare that I require the Book/Report/Journal/Conference Proceeding/Standard/Patent/ Dissertation and Thesis for the purpose of research or study and will not use it for any other purpose.	
Sign of the requester: _____	Date: _____

<u>For Staff Use Only</u>	<u>Notes</u>
Date Requested:	
Requested From:	
Request Number:	
Amount To Be Paid (If Applicable):	
Date Received:	
Date Due:	
Date Returned:	
Address For Posted Articles (If Different from Record)	