

Inter-site loan request

Item location (please tick one)

Medway Drill Hall Library

Tonbridge Centre Library

Item information

* Author/editor

* Title (of journal)

Item number
(except for journals and Drill Hall Library items)

Classmark

Journals (if applicable)
Volume number & part Year of publication

*Fields marked * are required*

Reader's details

* Last name

Initials

* Library number

* Email address

*Fields marked * are required*

Collection and pick up points

Please hand in the completed form at the Loan Desk on Level 1 West. You will be notified by email to your Kent address when each item is ready for collection. Items normally take two to three working days to arrive.

If you have requested a journal article, usually you will receive the journal volume which contains that article, but sometimes it may be necessary to provide you with a photocopy of the article instead. Any photocopying of requested journal articles will be charged at 5p per page A4 black and white, payable on collection. Colour A4 is charged at 20p per page.

Requested items can be picked up from the Loan Desk during staffed hours (weekdays 9am-9pm, weekends 12noon-6pm during term time).

Date

Today's date

Date the item is required