Remote Store journal request

University of Kent staff and students: before placing a request, please ensure the item is not available online by searching: www.kent.ac.uk/library/resources/journals or catalogue.kent.ac.uk/Search/Journals

Please hand in the completed form at the Loan Desk on Level 1 West.

Items from the Remote Store can take up to 8 days to arrive, so please bear this in mind when placing your request. You will be notified by email when your item is ready for collection.

If not collected from the Loan Desk within seven working days, your item will be returned to the Remote Store.

Item information

* Journal title ........................................................................................................................................
* Classmark ........................................................................................................................................
Article title ........................................................................................................................................
* Volume number and part ......................................................................................................................
* Year of publication ..............................................................................................................................
* Page numbers (if known) ....................................................................................................................

Fields marked * are required

Reader’s details

* Last name ........................................................................................................................................
* Initials .............................................................................................................................................
* Library number .................................................................................................................................
* Email address ....................................................................................................................................

* Status (please tick one) member of the University ☐ non-member/external borrower ☐

Fields marked * are required

Signature ....................................................... Today’s date .............................................................

Charges

Due to the cost of retrieval from the off-site store, there is a charge of £10.00 (incl. VAT) per request for non-members of the University and external borrowers. The charge is payable on collection of the item from the Loan Desk.

Charge does not apply to: University of Kent students, staff or honorary members.

Staff use

Charge (please tick one) £10 (external) ☐ No charge ☐
Charge paid (date) .............................................................................................................................

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Information Services