

Remote Store journal request

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

Items are retrieved from the Remote Store once a week and become available for collection from the Loan Desk on Wednesdays from 11am. The deadline for requests for the Wednesday delivery is 2.30pm on Tuesday afternoon.

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

* Volume numbers and parts

* 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 item for non-members of the University and external borrowers. The charge is expected to be paid at the time of submitting the request.

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

Staff use

Charge paid (date)

Refund issued? Date and reason