# Store request

## Type of material

<table>
<thead>
<tr>
<th>Type of Material</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td></td>
<td></td>
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<tr>
<td>Journal</td>
<td></td>
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<tr>
<td>Thesis/dissertation</td>
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<tr>
<td>Video/DVD</td>
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<tr>
<td>Working paper</td>
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<tr>
<td>Audio cassette</td>
<td></td>
<td></td>
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<tr>
<td>Official publication (e.g., BGPC)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Item information

- **Author/editor**: 
- **Title**: 
- **Classmark**: 
- **Item number**: 
- **Date**: 
- **Thesis number** (if applicable): 
- **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*

## Request and pick up times

Please hand in the completed form at the Loan Desk on Level 1 East. Unless you have specified the date you need the item, items will be available the same day:

- **Weekdays**: 11am if requested by 9.30am; 4pm if requested by 2.30pm
- **Weekends** (term time only): 2pm if requested by 12.30pm

Requested items can be picked up from the Reservations pick up point. Confined items can be picked up at the Loan Desk during staffed hours.

*Official publications may take longer - we will email you when your item is ready.*

## Date

- **Today’s date**: 
- **Date the item is required**: 

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September 2014

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Information Services