

# Store request

## Type of material

- |                     |                          |                |                          |
|---------------------|--------------------------|----------------|--------------------------|
| Book                | <input type="checkbox"/> | Working paper  | <input type="checkbox"/> |
| Journal             | <input type="checkbox"/> | Audio cassette | <input type="checkbox"/> |
| Thesis/dissertation | <input type="checkbox"/> |                |                          |
| Video/DVD           | <input type="checkbox"/> |                |                          |

## Item information

- \* Author/editor .....
- \* Title/journal title .....
- \* Classmark .....
- \* Item number .....
- Thesis number (if applicable) .....
- Journals (if applicable) ..... Year of publication .....
- Volume number & part .....

*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. Collections are made at 9.30am and 2.30pm Monday to Friday, and items will be available from 11am and 4pm. There are no collections at the weekend; items required at the weekend should be requested in advance, by 2.30pm on Friday at the latest.

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 .....