

# Unavailable book request

## Item status (please tick one)

In process

Copy ordered

In repair room

Missing

## Item information

\* Author/editor .....

\* Title .....

Item number .....

Classmark .....

Location/loan type .....

(missing books only)

Fields marked \* are required

## Reader's details

\* Last name .....

\* Initials .....

\* Library number .....

\* Email address .....

Fields marked \* are required

## Date

Today's date .....

## For Office use only

### In process

Time received (in process only) .....

Acquisitions .....

Cataloguing .....

Classification .....

Processing .....

Finishing date/time .....

### Missing

Date last seen .....

DLA (yes/no) .....

Shelves checked 1 .....

Shelves checked 2 .....

Shelves checked 3 .....

Denoted mislaid .....

To Subject Librarian for re-order .....

## Notes

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