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

Fields marked * are required

Reader’s details

* Last name

* Initials

* Library card 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

November 2014

www.kent.ac.uk/library

Information Services