Unavailable book request

Item status (please tick one)

In process [ ] Copy ordered [ ] In repair room [ ] Missing [ ]

Item information

* Author/editor: .................................................................
* Title: .............................................................................
Barcode: ...........................................................................
Classmark: ........................................................................
Location/loan type: .............................................................
(missing books only) .............................................................

Fields marked * are required

Your details

* Name (please print): ..........................................................
* Kent ID number: ................................................................
* Email address: ..................................................................

Fields marked * are required

Date

Today’s date: ...........................................................................

For Office use only

Date last seen:

Marked as missing (day 1) [ ]
Email student (day 1) [ ]
Email student (day 8) [ ]
Pass to ALS [ ]

<table>
<thead>
<tr>
<th>Day</th>
<th>1</th>
<th>2</th>
<th>8</th>
<th>28</th>
<th>42</th>
</tr>
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<tr>
<td>Date:</td>
<td>Location</td>
<td>Awaiting</td>
<td>Repairs</td>
<td>Main</td>
<td>CTC</td>
</tr>
<tr>
<td>Reserve</td>
<td>Closed</td>
<td></td>
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