Patron Contact Information

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Please note: Every effort is made to fill your request in a timely manner, however if your request cannot be filled by the “Date Needed By” your request will automatically be cancelled. There are numerous factors that may impact the delivery time: availability of material, lending policies, and location of the supplying library. As a result, delivery time can vary between a couple of days or weeks. In general most items arrive within 1-2 weeks.

Book Request

Title: ____________________________________________________

Author: __________________________________________________

Publisher: ________________________________________________

Copyright Date: ____________________________

Edition: ____________________________

If this edition is not available is a new/older edition acceptable? (Y/N) ____________________________

ISBN: ____________________________

Article Request

Magazine Title: __________________________________________________

Article Title: __________________________________________________

Author: __________________________________________________

Date: _____________  Vol. _____  No. _______

Pages of Article: _______________

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Date request received: ___________________________  Request received by: ___________________________

Locations available: ___________________________  Received Date: ___________________________

Borrowed from: ___________________________  Patron notified: ___________________________

Restrictions: ___________________________  Checked Out to Patron: ___________________________

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