



Book request/reservation form

Applicant's name in CAPITALS		Department					Office use only	
Email address /contact telephone/ bleep number							User barcode	
Author(s) of book							Book loan data	Date
Title of book							Book received	
Edition/Year of publication (optional)							Date due back at Supplying library	
Publisher (optional)							User return by date	
ISBN (optional)							Date returned to supplying library	
Class No (optional)							Reservation number	
Date requested							Comments / recalls	
Office use only								
Transaction number	Date	Location	Result	Date	Location	Result		
		Shelib			SSSFT/others			
Action date		Staffs			BL/BL(N)			



Book request/reservation form

Applicant's name in CAPITALS		Department					Office use only	
Email address /contact telephone/ bleep number							User barcode	
Author(s) of book							Book loan data	Date
Title of book							Book received	
Edition/Year of publication (optional)							Date due back at Supplying library	
Publisher (optional)							User return by date	
ISBN (optional)							Date returned to supplying library	
Class No (optional)							Reservation number	
Date requested							Comments / recalls	
Office use only								
Transaction number	Date	Location	Result	Date	Location	Result		
		Shelib			SSSFT/others			
Action date		Staffs			BL/BL(N)			