

INTRALIBRARY LOAN

PATRON INFORMATION

SURNAME _____ FIRST NAME _____ UTT ID _____
 (BLOCK LETTERS)

PHONE _____ UTT EMAIL _____ FAX _____

CAMPUS _____ DEPARTMENT _____ STATUS ☐ Academic Staff ☐ Corporate Staff ☐ Student

LEVEL ☐ Certificate ☐ Diploma ☐ Bachelors ☐ Masters ☐ PhD

PROGRAMME _____

ITEM/S REQUESTED

Please use a separate form for requesting items from each different Library

TYPE ☐ Book ☐ Periodical ☐ Multimedia

(1) AUTHOR _____ TITLE _____
 (SURNAME FIRST) (FOR PERIODICALS, INCLUDE VOLUME NO., ISSUE NO. AND YEAR)

EDITION _____ BARCODE _____ CALL # _____ DATE NEEDED _____

(2) AUTHOR _____ TITLE _____
 (SURNAME FIRST) (FOR PERIODICALS, INCLUDE VOLUME NO., ISSUE NO. AND YEAR)

EDITION _____ BARCODE _____ CALL # _____ DATE NEEDED _____

(3) AUTHOR _____ TITLE _____
 (SURNAME FIRST) (FOR PERIODICALS, INCLUDE VOLUME NO., ISSUE NO. AND YEAR)

EDITION _____ BARCODE _____ CALL # _____ DATE NEEDED _____

SIGNATURE _____ DATE REQUESTED _____

NOT REQUIRED FOR ONLINE SUBMISSION

FOR OFFICIAL USE ONLY

REQUESTING LIBRARY _____

DATE REQUEST DISPATCHED _____ Initial _____

ITEM/S RECEIVED (State Barcodes)

Item 1 ☐ YES ☐ NO Date _____

Item 2 ☐ YES ☐ NO Date _____

Item 3 ☐ YES ☐ NO Date _____

DATE PATRON NOTIFIED _____ Initial _____

RENEWALS REQUESTED

Item 1 ☐ YES ☐ NO Date renewed _____

New due date _____ Initial _____

Item 2 ☐ YES ☐ NO Date renewed _____

New due date _____ Initial _____

Item 3 ☐ YES ☐ NO Date renewed _____

New due date _____ Initial _____

ITEM/S RETURNED TO LENDING LIBRARY

Item 1 ☐ YES ☐ NO Date _____ Initial _____

Item 2 ☐ YES ☐ NO Date _____ Initial _____

Item 3 ☐ YES ☐ NO Date _____ Initial _____

COMMENTS _____

LENDING LIBRARY _____

DATE REQUEST RECEIVED _____ Initial _____

ITEM/S DISPATCHED (State Barcodes)

Item 1 _____ Date _____

ILL due date _____ Initial _____

Item 2 _____ Date _____

ILL due date _____ Initial _____

Item 3 _____ Date _____

ILL due date _____ Initial _____

ITEM/S RECEIVED FROM REQUESTING LIBRARY

Item 1 ☐ YES ☐ NO Date _____ Initial _____

Item 2 ☐ YES ☐ NO Date _____ Initial _____

Item 3 ☐ YES ☐ NO Date _____ Initial _____

COMMENTS _____