

REFERENCE QUERY

PATRON INFORMATION

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

PHONE _____ EMAIL _____ FAX _____

CAMPUS _____ DEPARTMENT _____

STATUS

☐ Academic Staff ☐ Corporate Staff ☐ Student

LEVEL

☐ Certificate ☐ Diploma ☐ Bachelors ☐ Masters ☐ PhD

PROGRAMME _____

REFERENCE QUERY DETAILS

MODE OF QUERY

☐ Face to Face ☐ Telephone ☐ Email ☐ Online Chat

TIME PERIOD OF QUERY

☐ 8am – 12 noon ☐ 12 noon – 4pm ☐ 4pm – 6pm ☐ 6pm – 8am ☐ 8pm – 8am

CATEGORY

- ☐ **Specific Search Question** (Assistance in locating answers to specific questions)
☐ **Research** (In-depth searches for course assignments, theses, papers, articles for publications)
☐ **Consultation** (Search strategies, online search service, institutional referrals, campus resource guidance)

Query _____

DATE REQUIRED _____ SIGNATURE _____

FOR OFFICIAL USE ONLY

Officer Responding to Query ☐ Professional Staff ☐ Para-Professional Staff

Sources Used _____

Date Information Received _____

Patron Signature _____ Date _____

Staff Signature _____ Date _____