

**TAN SRI ABDUL MAJID LIBRARY
INFORMATION REFERENCE SERVICES REQUEST FORM**

| | |
|---|---|
| <input type="checkbox"/> Inter Library Loan | <input type="checkbox"/> Document Request |
|---|---|

Full Name : _____

INTI ID No :

| | | | | | | | | | |
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 Ext. No (Staff) :

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Contact No. :

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Email : _____

Faculty/Dept/Centre : _____

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|---|-------------------------------------|--|
| <input type="checkbox"/> Academic Staff | <input type="checkbox"/> Student | INTI International University & Colleges <i>(Please circle)</i> |
| <input type="checkbox"/> Admin Staff | <input type="checkbox"/> PG Student | |
| | | <input type="checkbox"/> IU <input type="checkbox"/> IIC-S <input type="checkbox"/> IIC-KL <input type="checkbox"/> IIC-P <input type="checkbox"/> ICS |

MATERIAL DETAILS : Please attach list if more than 1 title is requested.

| | | | |
|--------------------------------------|------------------------|--------------------------------|--|
| Author(s) | | | |
| Book | Title/Author : | | |
| | Publisher : | Year of Publication / Page No: | |
| Journal/ Magazine/ Publication | Title : | | |
| | Article Title/Author : | | |
| | Vol./Issue No : | Year / Page No : | |

SUPPLY DETAILS : Please tick (/)

| | | | |
|--------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|
| <input type="checkbox"/> Borrow item | <input type="checkbox"/> Softcopy | <input type="checkbox"/> Hardcopy | <input type="checkbox"/> Photocopy |
|--------------------------------------|-----------------------------------|-----------------------------------|------------------------------------|

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|---|--------------------------------|--|--------------------------|
| FOR LIBRARY USE: Item requested available | Yes (Source) : | No (Reason item is not available) : | |
| Receive Item Date : | Inform requestor date : | COST : | Yes / No |
| | | Document : | |
| Requestor Collection Date: | Requestor Initial : | Handling : | |
| | | Total : | |
| Due Date: | Renewal Date : | Renewal Date : | Renewal Date : |
| Return Date: | Requestor Initial : | Date return to lending library : | Staff signature : |

Received by : Action by :

Date : Date :

Received by :

Action by :

Date :

Date :

Revised date : Jan 2014