

## **REQUEST FOR BOOKS ON ORDER/NOT YET AVAILABLE**

TO PLACE A HOLD ON BOOK THAT ARE CURRENTLY ON ORDER/NOT YET  
AVAILABLE YOU MUST:

1. FIND THE BOOK RECORD IN THE LIBRARY CATALOG AND MAKE  
A PRINT OUT.
  2. FILL OUT THE INFORMATION REQUESTED BEFORE COMPLETELY.
  3. BRING BOTH THE PRINT OUT AND THIS FORM TO CIRCULATION  
AND LEAVE WITH CIRCULATION ASSISTANT
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NAME: \_\_\_\_\_

E-NUMBER: E \_\_\_\_\_

TELEPHONE NO.: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

PREFERRED METHOD OF CONTACT: (CHECK ONE) PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

WHAT DATE WILL THIS ITEM NO LONGER BE OF USE TO YOU?

YOU WILL BE NOTIFIED WHEN THE ITEM BECOMES AVAILABLE.