

INTRA-LIBRARY LOAN REQUEST FORM

Taylor's University students may borrow (within their loan entitlement quota) from Taylor's Clinical School Library collection.

You may fill up the form below to request resources through Intra-Library Loan. The library will contact you once the items are ready for collection at your selected pick-up locations within 3 working days except for Taylor's Clinical School (within 7 working days)

Library >> Taylor's University Library Tan Sri Loy Hean Heong Library Taylor's Clinical School Library

REQUESTOR DETAILS (All fields are mandatory)

Requestor Name :			
Staff / Student ID :	Staff	Student	
Contact No. :	Taylor's Email:		
Department / School :			
Programme Name :			
Date of Request :			

RESOURCE DETAILS (All fields are mandatory)

Book Title :			
Author :			
Edition :			
Call No :			
Item Barcode :			
Year of Publication :			
Located at: :	Taylor's University Library	Tan Sri Loy Hean Heong Library	Taylor's Clinical School Library
Pickup Location :	Taylor's University Library	Tan Sri Loy Hean Heong Library	Taylor's Clinical School Library

FOR LIBRARY USE ONLY

Action		Received by
Request submitted on:	Item Status : Available Others : On Loan (Due date) :	
Processed by :	Status : Found Not Found	
	Requestor notification : Via Phone Email	(Signature)
	If the item is not found :	Name
	Check popularity count :	Date :
(Signature)	Forward to Acquisition Unit for purchase	
Name	Date :	
Date :	State reason if not purchased :	

Remarks :