

## EXTERNAL STORAGE RESOURCES REQUEST FORM

Readers can request materials from External Storage from any of the Taylor's libraries. The requested material may be picked up at the respective Lending Services Desks.

**Library >>**      Lakeside Library      Subang Jaya Library      Sri Hartamas Library      Taylor' Clinical School

### REQUESTOR DETAILS (All fields are mandatory)

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

### RESOURCE DETAILS (All fields are mandatory)

<b>Journal / Book Title</b> :			
<b>Author</b> :			
<b>Edition</b> :			
<b>Year of Publication / VOL / ISS</b> :			
<b>ISBN/ ISSN No.</b> :			
<b>Call Number</b> :			
<b>Item Barcode</b> :			
<b>Pickup Location</b> :	Lakeside Library	Subang Jaya Library	Sri Hartamas Library
	Taylor's Clinical School		

### FOR LIBRARY USE ONLY

Received by	Action	Action Taken by
	<b>Status :</b> Available Other Status	
	<b>Remarks :</b>	
(Signature)	<b>Notify student/staff :</b>	(Signature)
Name : _____	<b>Date Borrowed :</b>	Name : _____
Date : _____	<b>Date Returned :</b>	Date : _____