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| **Information of Requester** |
| Staff Name: |  |  |  |
| Staff No.: |  | Department: |  |
| Email Address: |  | Contact No.: |  |

**Interlibrary Loan (Book) Service**

**Request Form**

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| **Details of Requested Book** |
| Book Title: |
| Author(s): |
| Publisher: |
| ISBN: |
| Edition: |
| Year: |
| Other information: |
| Name of Institutions own the item: |

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| **Declaration** |
| 1. I undertake that if a book is supplied to me in compliance with the above request, it will only be used for research, teaching and learning.  |
|  |  |
| Signature  | Date |

A notification email will be sent when the item is ready to pick up at Library Services Counter.

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| **For Library Staff Use Only** |
| Form Collected by | Date |