

**Alistair Harvey Learning Resources Centre / IVE(TY)**  
**Reserve Book Recommendation Form**  
**(Short-term Loan)**

**(1) Item Information**

Title:	
Author:	Publisher:
Publication Year :	Edition:
Call No. :	No. of Copies :

**(2) Loan Requirement**

1. Loan Period. Please ✓			
<input type="checkbox"/>	2 hours	<input type="checkbox"/>	1 day
<input type="checkbox"/>	4 days	<input type="checkbox"/>	7 days
2. Duration (dd/mm/yyyy)			
From :		To :	

**(3) Requester's Information**

Name : (Mr./Ms./Dr.)	Rank:
Department: (IVE(TY)/THEi)	Tel. (Office) :
Signature :	Date :

**(4) For Alistair Harvey LRC Use Only**

Accepted on :	By :
Original Collection Code :	Barcode:
Materials transferred to Reserve Collection on :	
Materials transferred back to original collection on :	