

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

(1) Item Information

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

* Please ✓ if they are your personal copies

(2) Loan Period and Retention Period in the Closed Reserve

	2 hours	1 day	4 days	7 days
# of copies				

Retained from (DD/MM/YYYY) : / /	To (DD/MM/YYYY) : / /
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* If the retention information is not provided, the items will be returned to the requester for personal copies or to the Circulation Collection at the end of each academic year.

(3) Requester's Information

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

(4) For Alistair Harvey LRC Use Only

Items received on : / /	By :
Collection Code :	Barcode : 31111 _____
Materials transferred to Reserve Collection on : / /	
Millennium record on the Course Reserve updated on & by:	
Materials transferred back to the main collection or requester on : / /	