**LOCKER LOAN DEPOSIT REQUEST FORM**

**Block Letters Only**

**Requested by**: **Key #** **Student ID#:**

**Contact Info**: **Phone** **Email**

**Book Title**:

/ **Edition**

**Author(s)**:

**Call no**: **General** [ ]  **Reserve** [ ]

**Item Barcode**:

**If book is unavailable please ‘Hold’ for me:** Yes [ ]  No [ ]

**Date requested**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**To be filled out by Library Staff Only**

Request received by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time \_\_\_\_\_\_\_\_\_\_\_\_\_

Item status: Available [ ]  Unavailable [ ]

Process

Item was loaned and placed in locker [ ]

Item was not loaned (reason) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student was contacted and informed on the status of the request. Yes [ ]  No[ ]

Email[ ]  / telephone[ ]  / Voice mail[ ]

Details\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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