

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 _____

Submit this form as an attachment: <mailto:iirlibrary@sta.uwi.edu>