**Item Search Request Form**

Not Needed After \_\_\_\_\_\_\_\_\_\_\_(y/m/d)Date：\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name： | | Phone Number：  E-mail： | | |
| **Material Information** | | | | |
| Books/Non-Book Materials | | Periodicals | | |
| Title：  Bib ID：  Call Number：  Shelf Location： | | Title：  Volume/Number：  Publication Year： | | |
| □ I have read the **Release of Personal Information Agreement** and agree to how my information will be used. | | | | |
| **(Library Internal Use Only)**  **Search Record** | | | | |
| Date | | Result | | Library staff |
| First time： (y/m/d) | | □ Found □ Not found | |  |
| Second time： (y/m/d) | | □ Found □ Not found | |  |
|  | |  | |  |
| **Contact Record** | | | | |
| Date | Contact Method | Reserved | Completed | Archived |
| (y/m/d) | □ Telephone  □ E-mail | □ Yes  □ No |  |  |