**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 |  |  |