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Materials Request Form

WAIT! Check the library catalog - we, or another 4CLS library, may already own what you're requesting!

Requestor information

I am a Library customer Staff member ordering a replacement copy Staff member ordering a personal copy

Request Date _____ Not Needed After _____

Name _____

Address _____ Phone _____

Library card barcode _____ Adult Child

Material Requested - Put this on hold for me! Don't put it on hold, this is just a suggestion.

Book Ebook Large print Subscription Article Book on CD DVD Music CD Other _____

Title _____

Author _____

Publisher _____ Publication date _____

ISBN _____ Price _____

For Articles Only

Title of article _____

Author of article _____

Serial title _____

Volume / issue _____ Date _____ Pages _____

ISSN _____

Source of Citation/Review _____

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Notes _____

ROL _____ OOS _____ Control or Call # _____

Sent _____ Staff _____ Received _____ Returned _____

BCPL STLS NYSL FS MIDY