Please fill in the blue fields and email the form to [customer.services@uwe.ac.uk](mailto:customer.services@uwe.ac.uk)

Requests take up to two working days to process. Three requests per user. Please do not request items more than 5 days in advance of the collection date. If the book you require is on loan, please place a reservation. A reservation will be placed on your behalf only if the book you require has been issued to another user while this form is being processed.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** |  | **ID number** |  |
| **Email address** |  | **Telephone number** |  |
| **Date of request** |  | **Date of collection** |  |

1. Do you wish a hold to be placed if book is subsequently on loan?

Please put a cross here:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** |  | **Title** |  |
| **Shelf Mark** |  | **Edition** |  |

Staff use only (tick appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
| Book found | Book missing | Book on loan | Reservation placed |

1. Do you wish a hold to be placed if book is subsequently on loan?

Please put a cross here:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** |  | **Title** |  |
| **Shelf Mark** |  | **Edition** |  |

Staff use only (tick appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
| Book found | Book missing | Book on loan | Reservation placed |

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Please put a cross here:-

|  |  |  |  |
| --- | --- | --- | --- |
| **Author** |  | **Title** |  |
| **Shelf Mark** |  | **Edition** |  |

Staff use only (tick appropriate box)

|  |  |  |  |
| --- | --- | --- | --- |
| Book found | Book missing | Book on loan | Reservation placed |