

## Wenzao Library Urgent Request for Materials under Processing

Date	(mm/dd/yy)	Department	
Name		Phone No.	
Staff/Student ID		E-mail	
Purpose(s)			
<b>Requested Items</b>			
<b>1</b>	Barcode		ISBN
	Author		Title
<b>2</b>	Barcode		ISBN
	Author		Title
<b>3</b>	Barcode		ISBN
	Author		Title
<b>4</b>	Barcode		ISBN
	Author		Title
<b>5</b>	Barcode		ISBN
	Author		Title
<b>For Library Internal Use</b>			
Form Receiver 經手人		Date Received 收到日期	
Cataloger 編目館員		Cataloging Date 編目完成日期	
Circulation Staff 典藏館員		Date of Arrival Circ. 簽收日期	
Informing Date 通知借閱日期		Pick-up Date 借出日期	
Once the item is ready for use, <input type="checkbox"/> Shelving to Book Stacks <input type="checkbox"/> Notifying Patrons to Pick up <input type="checkbox"/> Adding to Course Reserves  Notes:			

1. Urgent request is limited to instructional use, research, or course assignments.
2. It takes 5 working days to process your request within 5 items. For request more than 5 items, it requires more than 5 workings days to make them ready.
3. Working days start from the date receiving this form.
4. Please submit this form to the Library Circulation Desk on the 1<sup>st</sup> floor.