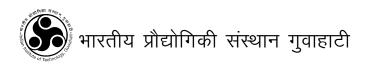
## Central Library



## SEARCH REQUEST FORM

valid for 3 working days

	" For On duty RS Only
Search Request	5.00pm- Midnight
Requester's Name: Department:	
Emp Code:	Catalog Verifigf 'in LIBSYS: Q'Yes Q'No
Please tick the appropriate item status below:	Verified by Date
O Item on Shelf No of copies on shelf:aaaaa Item's due date, if issued:	1st Search results<'Q'Found'"Q'Not Found
O I've already searched it myself	Searched by Date
Request Date: / /	2nd Search results \(\forall \text{Q'Found}  \text{Q'Not Found} \)
Email: @iitg.ernet.in	Searched by Date
Telephone nos: Searchable Item details:	3rd Search results <"Q"Found Q"Not Found
Author:	Searched by Date
Title:	For Library Staff only
Call No:	Action taken:
Vol/Year	<ol> <li>email notification sent</li> <li>Ready for issue</li> </ol>
	3. Request for Item status update in LIBSYS made to (tick appropriate):
Requester's Signature:	O ACQ O CAT O Class No update in LIBSYS
Item search will commence at 5.00 pm on the request date and the search results will be communicated to the requester within 72 hours.	4. Alerted requester about item arrival available for issue by phone Remarks: