



SEARCH REQUEST FORM
valid for 3 working days

Search Request

Requester's Name: _____

Department: _____

Emp Code: _____

Please tick the appropriate item status below:

☐ Item on Shelf No of copies on shelf: aaaaa

Item's due date, if issued: _____

☐ I've already searched it myself

Request Date: / /

Email: @iitg.ernet.in

Telephone nos: _____

Searchable Item details:

Author: _____

Title: _____

Call No: _____

Vol/Year _____

Requester's Signature: _____

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.

For On duty RS Only

5.00pm- Midnight

Catalog Verifigf "in LIBSYS: Q"Yes Q'No

Verified by _____ Date _____

1st Search results<"Q'Found"Q'Not Found

Searched by _____ Date _____

2nd Search results<"Q'Found Q'Not Found

Searched by _____ Date _____

3rd Search results<"Q'Found Q'Not Found

Searched by _____ Date _____

For Library Staff only

Action taken:

1. email notification sent
2. Ready for issue
3. Request for Item status update in LIBSYS made to (tick appropriate):
☐ ACQ ☐ CAT ☐ Class No update
in LIBSYS
4. Alerted requester about item arrival/
available for issue by phone

Remarks: _____