

Edinburgh University Library: Book Request Form

Full Name:

Student Number:

Staff Use Only

Date received:

Time received:

Date completed:

Time completed:

Author of Book	Title of Book	Year of Publication	Shelfmark	Is book on loan?
1.				
2.				
3.				
4.				
5.				

- Only five books will be collected at one time.
- Forms must be completed in full, with shelfmarks noted
- Books will be collected within 5 business hours (Mon-Fri, 9-5) and 24 hours out with these times if from within the same library.
- Requests may not be made for Reserve items or Journals
- You will be emailed when books are ready for collection
- As an alternative to completing this form, you may email a list of 5 books to IS.Helpline@ed.ac.uk