



ITEM REQUEST

Document No. : FM-LB-36-01

Effective Date: August 1, 2017

DATE:

BORROWER'S NAME:

STUDENT/EMPLOYEE NO.:

SECTION/DEPT:

CONTACT NO.:

EMAIL ADD:

BORROWER'S SIGNATURE:

-----*to be accomplished by the Library Staff*-----

ITEM:

TAG NO:

ISSUED BY:

RETURNED

☐
☐
☐

IN GOOD CONDITION
PARTIALLY DAMAGED
OTHER REMARKS

RECEIVED BY:

(LIBRARY DEPARTMENT'S COPY)

DATE:

BORROWER'S NAME:

STUDENT/EMPLOYEE NO.:

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-----*to be accomplished by the Library Staff*-----

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IN GOOD CONDITION
PARTIALLY DAMAGED
OTHER REMARKS

RECEIVED BY:

(BORROWERS COPY)

GUIDELINES:

- Borrower should see to it that all equipment are in good condition.
- The patron assumes full responsibility for the cost of replacement, in the event the item or its parts, accessories are lost or damaged.
- Replacement charges are as follows: current price of the electronic device (i.e. e-book reader, tablet, iPad) and it's accessories plus processing fee.