



INTRALIBRARY LOAN REQUEST FORM

Document No. : FM-LB-47-01

Effective Date: August 1, 2017

PATRON INFORMATION

NAME:

PROGRAM/DEPT./YEAR:

SUDENT/ID NO.:

POSTAL ADDRESS:

E-MAIL ADDRESS:

TEL. NO.:

MOBILE NO. (S):

BOOK INFORMATION

TITLE:

AUTHOR (S):

CALL NUMBER:

COPYRIGHT YEAR:

LOCATION (LIBRARY NAME):

ISBN:

ADDITIONAL INFORMATION:

REMINDERS:

1. Delivery of materials: MIT-Makati and MHSS materials arrives within 1-2 days.
2. Loan periods depend on the policy of the lending library.
3. To request for renewals, contact the Librarian in-charge of Intralibrary Loan.
4. Complete the entries for the contact details for easy communication of arrival and pull-out of requested materials.
5. Submit this form to the Librarian in-charge of Intralibrary Loan to validate your request to avail materials from other libraries.

PATRON NAME AND SIGNATURE

DATE OF REQUEST