

Book REQUEST FORM

1. Book Information:

A separate form must be used for each book request.

Please attach a printout of your reference/citation to this form **or** fill out the fields below.

Today's date:

Title of book (required):			
Author or editor (required):			
Publisher:			
Title Series, if applicable:			
Year (required):	Edition:	Volume:	ISBN:

2. Delivery method:

Pickup books at Library Circulation Desk **ONLY**. The information you provide below will be used to notify you of the book's arrival.

- **Please allow 1 to 2 weeks from the date of your request for books to arrive.**
- **There is no charge for the Interlibrary Loan of books.**

3. Client Information:

Please be advised, orders cannot be processed without ALL of the following client information. Thank you.

Name (required):	Last Name (required):
Campus or home mailing address (required):	
Department affiliation (required):	
Telephone (required):	Email (required):

4. Please indicate your status at Stevens (required):

Undergraduate student Graduate Student Ph.D. student
 Faculty Staff

5. I do not need this book after _____(date)

6. Please return this completed form to the Library Circulation Desk.

=====THIS SECTION FOR LIBRARY USE ONLY=====

Source	Date Received	Cost:	Vendor:
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