

DOCUMENT DELIVERY FORM

Ref. No.

Note to Requestors:

- Supply delivery time : For article – within 15 working days; For loan of books – within 15 working days
- The Library reserves the right to refuse to accept a request if, in its judgment, fulfillment of the request would involve violation of Copyright Act 1987 (Act 332) and / or the Printing Presses and Publications Act 1984 (Act 301)

Requestor		Date	
E-Mail Address		Phone No.	
Faculty / Prog. / Dept: _____			
<input type="checkbox"/> Academic Staff <input type="checkbox"/> Administration <input type="checkbox"/> Student <input type="checkbox"/> Postgraduate student <input type="checkbox"/> Sunway Group & Alumni			
Name of DOF/DOP/HOD		Signature	
Name of Supervisor (For students and postgraduate students)			

DOCUMENT DETAILS: Please append list if more than 1 item is requested.

Author(s)					
Title (of chapter or article)					
Book	Title				
	Publisher (if available)				
	Year of Publication		Page nos.		
Journal	Title				
	Volume no.		Issue no.	Year	
	Page nos.				

*** I understand that copyright laws apply to all materials and it is my responsibility as a requestor to use the materials appropriately.**

FOR LIBRARY USE:

<input type="checkbox"/> Library Catalogue / E-Databases / SearchAll	<input type="checkbox"/> British Library Document Supply Centre
<input type="checkbox"/> Free Internet Resources	<input type="checkbox"/> Others _____
<input type="checkbox"/> Monash University Malaysia	√ Found X Not found

Request sent to:		Date of reminder (ILL):	
Date request sent:		Date of renewal (ILL):	
Date item received:		Item (ILL) returned by requestor:	Requestor Initial: Date:
<i>For article collected by requestor.</i>			
Item (DD) collected by requestor:	Requestor Initial: Date:	Item (ILL) returned to Lending Library	Librarian Initial: Date:
<i>For article sent via email</i>			
Date sent to requestor:	Date requestor acknowledge receipt:	COST:	
		Document	:
		Copyright Fee	:
Item (ILL) received by requestor:	Requestor Initial: Date:	Service (Handling & Travel)	:
Due Date (ILL):		Total	: