

DOCUMENT DELIVERY FORM

Ref. No.

Note to Requestors:

- Delivery period is approximately 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.	
School / 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 HOS/DOP/HOD/Supervisor (for categories marked *)		Signature	

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"/> THOLweb/ E-Databases | <input type="checkbox"/> British Library Document Supply Centre |
| <input type="checkbox"/> Free Internet Resources | <input type="checkbox"/> Others _____ |
| <input type="checkbox"/> Monash University Sunway Campus | |

√ Found X Not found

Request sent to:		COST:	
Date request sent:		Document	:
Date item received:		Copyright Fee	:
Date item (DD) sent to requestor:		Service (Handling & Travel)	:
		Total	:
Item (ILL) received by requestor:	Requestor Initial:	Item (ILL) returned by requestor	Requestor Initial:
	Date:		Date:
Due Date (ILL):		Item (ILL) returned to Lending Library:	Staff signature:
Date of reminder (ILL):			Date:
Date of renewal (ILL):			