

# University of Newcastle Library

## 3 Day Loan Request form

Please fill in all fields, print out and hand form in with items at the Loans Enquiry Counter

**\*\*Please read the Information Required Before Items Can Be Placed In Short Loans\*\***

**Please indicate which Short Loans Collection:**

Lecturer

Department

Course code

Course title

Ext. no.

Email

**LIBRARY STAFF ONLY**

Date received:

Entered in Folder:

Yes

No

Completed by:

Material required for:

Estimated number of  
students

**Call number**

**Author / editor**

**Title**

**Publisher**

**Edition**