



**IIUM LIBRARY  
BOOK SEARCH ASSISTANCE**

IIUM/LIB/04/f-02  
Rev No. : 06  
Effective Dt : 15/06/2016

*Note: Not applicable for book with 'ON LOAN' status*

*Please fill in columns A and B.*

**(A) REQUESTOR'S DETAILS**

Name: \_\_\_\_\_ Barcode No.: \_\_\_\_\_  
 Student/Staff No.: \_\_\_\_\_  
 Email: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Date/Time: \_\_\_\_\_

**(B) BOOK/ITEM DETAILS (Please record the information as displayed in the OPAC)**

Title : \_\_\_\_\_  
 Author: \_\_\_\_\_ Year: \_\_\_\_\_ Item Call No.: \_\_\_\_\_

**(C) FOR OFFICE USE**

OPAC/Loan record	Book on repair/binding record	Search	Date	Report	Initial
Photocopy room/area	Sorting area/sorting bay	1 <sup>st</sup>			
Open stack	Office area	2 <sup>nd</sup>			
Others : .....		3 <sup>rd</sup>			
<b><u>If not found:</u></b> 1. Notify user [ ] Date..... Initial..... Thru: Email [ ] Phone [ ] 2. Mark item MISSING [ ] Date: ..... 3. List item for write off [ ] Date: .....		4 <sup>th</sup>			
		5 <sup>th</sup>			
		<b><u>If Found:</u></b> 1. Notify user [ ] Date..... Initial..... Thru: Email [ ] Phone [ ] 2. Item reserved [ ] Reservation due date: .....			