



**IIUM LIBRARY  
URGENT PROCESSING REQUEST**

IIUM/LIB/04/f-06  
Rev. no. : 05  
Effective date: 15/06/2016

**REQUESTOR'S DETAILS**

Name : .....

Student/ Staff no. : ..... Barcode no. : .....

Kull. / Dept. : .....

E-mail : .....

Phone: ..... Signature : ..... Date : .....

**Note:**  
1. Notification will be sent via email/phone  
2. Normal processing time is within 2-5 working days  
3. Borrowable material will be held at Circulation Counter for one (1) week.  
4. **Theses** initiation requests are directly served from Media Circulation Counter (Level 3), during its opening hours (Gombak Library only).

**BOOK/ITEM DETAILS**

*(NOTE: Please record these information as displayed on the OPAC)*

Title : .....

Author : ..... Year : .....

Item Call No. ....Item Barcode: .....

**Please tick [ / ] the status in the OPAC**  
[ ] In Process      [ ] Labelling  
[ ] Cataloguing    [ ] Digitizing  
[ ] Others: .....

**FOR OFFICE USE**

	Circulation	Acquisition	Cataloging	Digitization
<i>Date sent &amp; initial</i>				
<i>Date received by &amp; initial</i>				