



Dar al-Hikmah Library

Doc No.: IIUM/LIB/04/f-02
Version no.: 00
Revision no.: 07
Effective date: 01/2/2024

BOOK SEARCH ASSISTANCE

- Service for:
- a) Book status 'AVAILABLE' but not found on the shelf ☐
 - b) Claim Returned ☐
 - c) Claim Not Borrowed ☐

Please fill in column A and B

(A) REQUESTOR'S DETAILS

Name: _____
Student/Staff No: _____
Email: _____
Phone: _____

Signature _____
Date/Time: _____

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

Title: _____
Author: _____ Year: _____ Item Call No: _____ Item Barcode: _____

(C) FOR OFFICE USE

OPAC/ Loan record	Book on repair/binding record	Search	Date	Report	Initial
Photocopy room/area	Sorting area/sorting bay	1 st			
Open Stack	Office area	2 nd			
Others:.....		3 rd			
		4 th			
		5 th			

If not Found:

1. Notify user ☐ Date..... Initial.....
Thru: Email ☐ Phone []

2. Mark item MISSING ☐ Date:

3. List item for write off ☐ Date:

If Found:

1. Notify user ☐ Date.....Initial.....
Thru: Email ☐ Phone []

2. Item reserved ☐ Reservation due date:.....