



**Closed Collection Request Form** - One form to be filled out for EACH item requested.

**Please check the online card catalogue (available at [www.bnl.bm](http://www.bnl.bm)) for the local call number and location of the book before filling in this form, an exact title and call number is required.**

Request forms must be submitted at least twenty-four hours before the item is required; however, it may take longer than twenty-four hours to retrieve off-site materials. Patrons should make themselves aware of the Bermuda National Library's Policies for the Bermudiana Collection which is available with this form.

Name of Patron: \_\_\_\_\_  
(please print name)

ID Type: \_\_\_\_\_ ID Number: \_\_\_\_\_

Contact Information: Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date and time of Request: \_\_\_\_\_

To the attention of the Head Librarian,  
 I would like to read the following item from the Bermudiana Collection:

Title: \_\_\_\_\_ Author: \_\_\_\_\_

Local call number/Location (as specified in catalogue): \_\_\_\_\_

Purpose of Request: \_\_\_\_\_  
 \_\_\_\_\_

I would like to view from (date): \_\_\_\_\_ to (date): \_\_\_\_\_

N.B. dates are subject to availability. If requested dates are not available, an alternative may be suggested.

For Office Use Only:					
Date Received by Tech. Services		Item Location		Notes	
Date Received by Head Librarian		<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved	Reason for Denial	
Patron Contacted	Date	By			

No Retrieval fee  Retrieval fee Amount: \_\_\_\_\_ Fee Received by: \_\_\_\_\_

To be completed by Patron on receipt of item:

I agree to the conditions of use as outlined in the Policies for the Bermudiana Collection.

Patron Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

For subsequent use of this material by the same patron see over page.

Title: \_\_\_\_\_

Author: \_\_\_\_\_ Location: \_\_\_\_\_

Item(s) Returned to Tech Services: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Patron to sign and date the form EACH time the item is given to them. A staff member must sign and date the form EACH time the item is returned.

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

Item(s) Received by Patron: Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Item(s) Returned by Patron: Date: \_\_\_\_\_ Staff Signature: \_\_\_\_\_

When the item has been returned for the final time the form at the bottom of the front page is filled in and placed in the book. The book is then put on the designated shelves in Technical Services.