

REQUEST FOR BOOK/MEDIA OWNED BY ANOTHER CAMPUS (Intercampus Loan)

(Hand your completed request to the Circulation Desk attendant.)

Campus which HAS the book/media: Chesapeake Norfolk Portsmouth Virginia Beach Visual Arts Center

PLEASE PRINT:

Author: _____

Title: _____

Call Number: _____

Campus which NEEDS the book/media: Chesapeake Norfolk Portsmouth Virginia Beach Visual Arts Center

REQUESTED BY:

Name: _____

Student ID/Library Card barcode: _____

A student ID/library card is REQUIRED. Please see circulation staff for assistance.

Phone: Day _____ Night _____

Date of request: _____ Not needed after: _____

-----TCC20050405

OFFICE USE ONLY

Date request faxed _____ Hold placed _____ Barcode _____

Sending _____ Not sending _____ Received _____

Notified _____ Hold through _____ Returned _____

Reason for not sending _____

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