

Soochow University Library - Urgent Book Request Form

Application Date: _____ (dd/mm/yy)

Name		Student No. (Reading Card No.)		Department		E-mail	
Materials Needed for Urgent Use							
No.	Title			Barcode Number		Processing Record	
01							
02							
03							
04							
05							
Date of Receipt by the Technical Service Division							
Date of Receipt by the Public Service Division							

Notes :

1. Urgent use book applications are limited to academic research use only.
2. Urgent use book applications are limited to books that are “in process” at the library and can be borrowed as general books.
3. Notification of completion of processing of urgent use books will be sent via email. Books not picked up within three days following the notification will be shelved.
4. Failure to collect books on time after applying will result in the suspension of the right to make urgent requests for books for one semester.