

**DOCUMENT DELIVERY FORM**

Ref. No. ....

**Note to Requesters:**

- Supply delivery time : For article – within 15 working days; For loan of books – within 15 working days
- The Library reserves the right to refuse to accept a request if, in its judgment, fulfillment of the request would involve violation of Copyright Act 1987 (Act 332) and / or the Printing Presses and Publications Act 1984 (Act 301)

Requester		Date	
E-Mail Address		Phone No.	
Faculty / Prog. / Dept: _____			
<input type="checkbox"/> Academic Staff <input type="checkbox"/> Administration <input type="checkbox"/> Student <input type="checkbox"/> Postgraduate student <input type="checkbox"/> Sunway Group & Alumni			
Name of DOF/DOP/HOD		Signature	
Name of Supervisor (For students and postgraduate students)			

**DOCUMENT DETAILS: Please append list if more than 1 item is requested.**

Author(s)					
Title (of chapter or article)					
Book	Title				
	Publisher (if available)				
	Year of Publication		Page nos.		
Journal	Title				
	Volume no.		Issue no.	Year	
	Page nos.				

**\* I understand that copyright laws apply to all materials and it is my responsibility as a requester to use the materials appropriately.**

<b>FOR LIBRARY USE:</b>		<input type="checkbox"/> Local Libraries	<input type="checkbox"/> British Library
<input type="checkbox"/> Sunway Campus Library	<input type="checkbox"/> Publishers	<input type="checkbox"/> IFLA _____	
<input type="checkbox"/> Monash Uni Library	<input type="checkbox"/> Others _____		
<input type="checkbox"/> Lancaster Uni Library	Processed by:	Date:	√ Found    X Not found
<input type="checkbox"/> Other Internet Resources			
Date request sent to supplier:		Date of reminder (ILL):	
Date item sent to requester:		Date of renewal (ILL):	
Date item received by requester:		Item (ILL) returned by requester:	Requester Initial: Date:
<i>For article collected by requester.</i>			
Item (DD) collected by requester:	Requester Initial: Date:	Item (ILL) returned to Lending Library	Librarian Initial: Date:
<i>For article sent via email</i>			
Date sent to requester:	Date requester acknowledge receipt:	COST:	
		Document	:
		Copyright Fee	:
		Service (Handling & Travel)	:
Item (ILL) received by requester:	Requester Initial: Date:	Total	:
Due Date (ILL):			