Patron Name: _____________________________ Date: _____________________
E-mail Address: ___________________________ Phone Number: _______________

Please fill out this form as completely as possible, or you may attach a sheet with the same information. The reference staff (419-530-2325, AskIt@utnet.utoledo.edu) can provide assistance in looking up the information. Turn in this form at the Reference Desk or fax to 419-530-2726.

Materials will normally be available the next business day after receipt of the request, excluding weekends and holidays, and will be held at the Circulation Desk for 10 days. Photocopying charges are $0.10 per page from printed material, $0.25 per page from microform.

For library staff:
Date/Time Completed:___________ Completed by (Dept.): __________ Total Charge:$_____________