

University of Toledo Libraries
Services for Patrons with Disabilities
Request for Retrieval: Books, Multimedia, Periodical Volumes

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. Whenever possible, materials will be retrieved immediately. Otherwise, materials will 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.

Title: _____

Author: _____

Call Number: _____

Title: _____

Author: _____

Call Number: _____

Title: _____

Author: _____

Call Number: _____

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Author: _____

Call Number: _____

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Author: _____

Call Number: _____

Title: _____

Author: _____

Call Number: _____

For library staff:

Date/Time Completed: _____ Completed by (Dept.): _____