Library Loan Request Form

Check list
- Did you check Saitama University OPAC before request?　　　　　　　Yes☐　　No☐
- I will receive it at the library counter immediately after the book arrival contact.　Yes☐　　No☐

Your Name：　　　　　　　　　　　　**Library User ID**：

Faculty：

Type of payment：　Public expense ☐　　Private expense ☐

Name of payer：　　　　　　　　Stamp　　**Library User ID**：

Faculty：

How to inform you when books arrived?
☐　E-mail：

☐　Phone no.：　　　　　　　　　☐　Extension：

Title　&　Author (s)：
Publisher：　　　　　　　　　　　Year：
ISBN：
Where, exactly, are you getting the above information?

*Please note that there are cases that materials are for reference only or unavailable of self-copies depending on the policy of lending libraries.

*You can check out up to 10 books per a month.

*Reservation cannot be available if privileges are suspended at Saitama university library.

*If books overdue more than 5 days from libraries at other universities, borrowing privilege is suspended for 1 month after overdue books are returned.

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