



## Asia University Library

### 4F Recreation Bound Journals Application Form

Name		Department		Date: / /
ID No.		Phone No.		
E-mail				
Journal Title				Accession No.

**Note :** When you receive the phone or e-mail notice, please come to the library circulation desk and pick up the bound Journals you needed in 5 days.

----- Library Internal Use Only -----

Item	Activity Recording Column	Library Staff / Date
Circulation Desk	<input type="checkbox"/> receive the application form	
Pick up (SOAC)	Not Found	
	<input type="checkbox"/> 1st search -not found, sent an email to apologize <input type="checkbox"/> 2nd search -not found, sent an email to apologize <input type="checkbox"/> 3rd search-not found, sent an email to apologize <input type="checkbox"/> Change the Status to "be searched"	
	Found	
	<input type="checkbox"/> have found, sent an email to reader, inform him/her to pick up the bound journals before ____ / ____ / _____. If unclaimed and overdue, the journals will be returned to the shelf.	



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