Central Library المكتبة المركزية



Information Resources Request Form

نموذج طلب مصادر المعلومات

Please complete the details below and forward to Central Library الرجاء تعبئة وارسال النموذج إلى

TEL: 2242222 Ext: 3805 EMAIL: Library@yu.edu.sa

Please tick mark (✓)				
Student	Faculty		Staff	
Requestor Name: (الإسم كاملا)	-	Sig	nature (التوقيع)	
(, ,)				
Department (القسم)	Date o	of request (ب	(تاريخ الطا	
Tel / Mob:	Ext:E-n	nail:		
Types of Literature required Ple	ease tick mark (🗸):	وعية المطلوبة)	(أنواع الأ	
O Books O Reports O Jour		*	Other	
<u>Language</u> Please tick mark (✓):	O English O Arab	oic O Othe	r	
Details:				
Title: العنوان				
Author: المؤلف				
Publisher: الناشر Publication Date: تاريخ النشر				
ISBN: عدد النسخ: Number of copies				
For Official use only:	للإستخدام المكتبى			
Status of Publications: (حالة الطلب	Available: (متوفر)	O Not A	vailable (غير متوفر) 0	
Remark: (الملاحظات)				
Library Staff (موظف المكتبة)	S	ign	Date	
Approval by the DIRECTOR of L	ibrary: مدير المكتبة	(موافقاً		
Comments: (الشرح)				
Signature: (التوقيع)				

When using the publication request form to order books for the library, please know that you can add additional items to the form beyond the three listed there. Just keep adding the requested items and numbering them accordingly. There is certainly no need to fill this form out for every three books or similar item that you order. Thanks.				