**MAKLUMAT PEMOHON / *REQUESTOR DETAILS***

Nama / *Name* : ---------------------------------------------------------------------------------------------

No. Pelajar/Staf/ *ID Student/Staff*  : ---------------------------------------------------------------------------------------------

PTj/Fakulti / *Department/Faculty* : ---------------------------------------------------------------------------------------------

E-mel / *Email*  : ----------------------------------- No. Tel / *Phone no.* :­­­­­­­­­­­­­­ -------------------------

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**MAKLUMAT BAHAN */ MATERIAL DETAILS***

|  |  |  |
| --- | --- | --- |
| **Bil.*/ No.*** | **ISBN** | **Judul */ Title*** |
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|  |  |  |
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*\** Bahan akan diproses dalam tempoh 3 hari bekerja */ \*Material will be processed within 3 working days*

*\** Sila ambil bahan yang siap diproses di Unit Pengurusan Koleksi */ \* Please collect the processed material at Collection Management Unit*

Tandatangan/

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*Signature: ­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Tarikh / *Date*: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNTUK KEGUNAAN UNIT PENGINDEKSAN & BIBLIOGRAFI/**

***INDEXING & BIBLIOGRAPHIC UNIT USE***

**Ulasan */ Remark* :**

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Tarikh Diterima / *Date Received* : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­\_

Tarikh Bahan Siap Diproses / *Date of Processed Material* : ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tarikh Bahan Dihantar ke Unit Pengurusan Koleksi : ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**UNTUK KEGUNAAN UNIT PENGURUSAN KOLEKSI**

***COLLECTION MANAGEMENT UNIT USE***

Tarikh Diserahkan / *Date of Submission* : ­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Tandatangan / *Signature* : *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*