

Please complete a separate form for each item. (Maximum of 10 items).

Items are available Monday to Friday only between 10:00 and 17:00

- Please submit form(s) by email by **12:00** the day **before** the item is due to be collected.
(Requests submitted before 12:00 on a Friday will be available the following Monday from 10:00)
- You can collect your item **after 10:00** and must **return it by 17:00** the same day.
- When collecting or returning items please call the LCS Helpdesk from any Information Point in the College Lane LRC. Please then wait by the Welcome Desk where a member of staff will meet you.
- Please download this form to your device before completing it

Family name

Given name

UH Member No

Email

Date

Details of book or journal to be retrieved

Book Author

Title

Call number

Journal title

Year

Volume

Part

Please read the Terms and Conditions on page 2 below.

I confirm that I have read, understood and accept the Terms and Conditions. Please tick here:

Please log into your email client and using the Submit by Email button provided, submit this form to the Library Customer Service Team.

Please save a copy for your files.

Microsoft Outlook users, such as Herts Staff, should select the top option from the popup.

Hotmail, Yahoo, GMail etc users should select the bottom option from the popup.

LCS staff use only

Date item retrieved

Item retrieved by

Date item returned

Item returned to

Terms and Conditions

Please complete a separate form for each item.

Maximum of 10 items per retrieval.

Items must not be taken out of the College Lane Learning Resources Centre Building.

Items will only be handed over to you when you present your current University ID Card.

Forms must be submitted by 12:00 the day before the item is due to be collected.

Requests submitted on a Friday will be available from 10:00 the following Monday.

Once completed save the form and send by email as an attachment to LTS@herts.ac.uk.

All items must be collected Monday to Friday after 10:00, the day after you submitted this form.

All items must be returned, Monday to Friday before 17:00 the same day as the item was collected.

When collecting or returning items please call the Helpdesk from any Information Point in the College Lane LRC. Please then wait by the Welcome Desk where a member of staff will meet you.

All Items must be returned in person to a member of Library & Computing Services Staff.

All Items not collected, Monday to Friday by 16:30 will be returned to the Rolling Stack at College Lane LRC.

A fine of £10 is incurred for the non-return of any stack item.

Users are bound by the University rules and regulations relating to Library & Computing Services - go to www.herts.ac.uk/secreg/upr