



## Request Form for NUS Staff and Students

Name: (Prof/Dr/Mr/Mrs/Ms) \_\_\_\_\_

Department: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

### Request statement

Please provide a detailed description of the scope of your request. Be specific. Define terms that may have specialized or ambiguous meanings. Please list aspects to be excluded, if any.

### Keywords

Please list words or phrases that may be used to describe the search topic. Include related terms, synonyms, alternative spellings, accepted abbreviations, trade names.

Keywords	Synonyms

### Relevant references

Please list any known references to your request, e.g. patents or journal articles.



**Period of search**

Current year    Last 2 years    Last 5 years    Others: \_\_\_\_\_

**Payment** (Complete A or B)

**A: Paying**

I authorise the National University of Singapore Library to conduct this search and I agree to pay for the cost incurred. The maximum I would like to pay for this search is \_\_\_\_\_

- Please charge to my Research Grant No. \_\_\_\_\_
- Please charge to Account No. \_\_\_\_\_
- Please forward invoice to \_\_\_\_\_

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

**B: Non-Paying**

I declare that I will not be able to pay for this search and that the search is related to my work in NUS. I understand that the NUS Library reserves the right to set a limit on the cost of the search or to reject this search request if there is a better alternative. I also declare that I am currently not receiving any research grant for this work.

Signature of requestor: \_\_\_\_\_ Date: \_\_\_\_\_

For **students**, your supervisor's signature is needed.

Supervisor's Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This request form must be approved by the Head of Department.

Head of Dept Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

March 2002

*For Official Use:*

Search #: \_\_\_\_\_ Searcher: \_\_\_\_\_ # online citations: \_\_\_\_\_

**Please return the completed form to:**  
**LOIS Coordinator, Central Library RIS Dept, 12 Kent Ridge Crescent, Singapore 119275 Tel: 6874-2030 or**  
**Head, Science Library, 10 Science Drive 2 (S6), Singapore 117548 Tel: 6874-2452**  
**Website: [www.lib.nus.edu.sg](http://www.lib.nus.edu.sg)**