Request for Material from Offsite

Name (print) ___________________________ Date _______________

Phone (___) ____________________________ Email ____________________________

CUID ________________________________

Call Number __________________________ Author ____________________________

Title ________________________________

Vol./year __________________________ Journal Title ________________________

☐ Check here if requesting Electronic Document Delivery. Indicate start page and stop page or start page and total number of pages to be transmitted. For Electronic Document Delivery service you must provide a valid e-mail address. For requests in excess of 25 pages the volume will be delivered to the library.

Start page ________________ Stop page ________________ Total pages to send ________________

You will be notified of when, and in what Library, the requested item is available.

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Library staff will complete this section-------------------------------------------------------------------------

Offsite Barcode: ___________________________ CLIO KEY: ___________________________

Use ReCAP mediated request form to request for patron.

Request Placed: __________ Date/Time: ________________

Request Not Placed: __________ Reason Request Not Placed:

☐ Not at ReCAP

☐ ReCAP Status Out

☐ Other __________

Date/Time Patron Notified that Request Not Placed: ____________________________

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