



Closed Collection Request Form

One form to be filled out for EACH item requested.

Please check the online card catalogue (available at www.bnl.bm) for the local call number and location of the book before filling in this form, an exact title and call number is required.

Request forms must be submitted at least twenty-four hours before the item is required; however, it may take longer than twenty-four hours to retrieve off-site materials. Patrons should make themselves aware of the Bermuda National Library's Policies for the Bermuda Collection which is available with this form.

Name of Patron: _____

(please print name)

ID Type: _____ ID Number: _____

Contact Information: Telephone: _____ E-mail: _____

Date and time of Request: _____

To the attention of the Director of Libraries and Archives, I would like to read the following item from the Bermuda Collection:

Title: _____ Author: _____

Local call number/Location (as specified in catalogue): _____

Purpose of Request: _____

I would like to view from (date): _____ to (date): _____

For Office Use Only:					
Date Received by Collection Management		Item Location		Notes	
Date Received by Director		☐ Approved ☐ Not Approved		Reason for Denial	
Patron Contacted	Date	By			

☐ No Retrieval fee ☐ Retrieval fee Amount: _____ Fee Received by: _____

To be completed by Patron on receipt of item:

I agree to the conditions of use as outlined in the Policies for the Bermudiana Collection.

Patron Signature: _____ Date: _____

Item(s) Returned by Patron: Date: _____ Staff Signature: _____