Ask a Librarian at XYZ Library

Your contact details:

First name: ____________________________ Last name: ____________________________

Local resident: Yes  No  (circle)

Email:  Phone:

How would you like us to contact you? ____________________________

Patron type:成人 学生 – primary 学生 – secondary
(circle) 学生 - secondary yr 11 or 12 学生 - TAFE/University

Other ____________________________

Question details:

Question: (please provide as much information as you can)

What do you need this information for?
(e.g. study, work, family history, general interest)

Library staff work in accordance with our Council’s code of conduct and the ALIA Professional conduct Policy Statement. We are committed to safeguarding the confidentiality of patrons and assisting them to obtain and evaluate information.
What format would you like the information to be in (e.g. books, audio, video) and how much information do you need?

What searching have you already done?  
(this helps us make sure we're finding new information for you)

Is there anything else you would like to tell us about your request?

Please feel free to submit other documents with this form if it will help us to help you!

*Our librarians can spend up to 1hr on your request and our usual turnaround time is 5 working days. If you need it before then please let us know and we may be able to accommodate you.*

*Office use only:*

Received at (time and date): By:

Assigned to:

Replied at: By:

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