



**Columbia University Libraries**  
**Search Request Form**

**Type of Search**

\_\_\_ Item Not on Shelf

\_\_\_ Item Returned

\_\_\_ Item Never Borrowed

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

Name: \_\_\_\_\_

UNI: \_\_\_\_\_

Email: \_\_\_\_\_

Tel: \_\_\_\_\_

Owning Library: \_\_\_\_\_

Author: \_\_\_\_\_

Title: \_\_\_\_\_

Call #: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Vol/Year \_\_\_\_\_

**Library Staff Use Only**

Catalog Verification in CLIO: \_\_\_ Yes \_\_\_ No

Location 1	Location 2	Location 3
Item ID	Item ID	Item ID
Due Date	Due Date	Due Date
Date Checked In	Date Checked In	Date Checked In
Check In Loc.	Check In Loc.	Check In Loc.

Verified by \_\_\_\_\_ Due \_\_\_\_\_

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Search results \_\_\_ Found \_\_\_ Not Found

Searched by \_\_\_\_\_ Date \_\_\_\_\_

Search results \_\_\_ Found \_\_\_ Not Found

Searched by \_\_\_\_\_ Date \_\_\_\_\_

Search results \_\_\_ Found \_\_\_ Not Found

Searched by \_\_\_\_\_ Date \_\_\_\_\_

**Other Notes:**