

SYSTEM REFERENCE CENTER REFERENCE REFERRAL

PATRON'S NAME _____	YOUR FILING KEYWORD _____
PATRON'S ADDRESS _____	TODAY'S DATE _____
_____	CANNOT USE AFTER DATE _____
PATRON'S DAYTIME TELEPHONE _____	REASON FOR DEADLINE _____
PATRON'S EVENING TELEPHONE _____	_____
LIBRARY _____	STAFF CONTACT _____
STAFF PHONE () _____	FAX () _____
	E-MAIL _____

QUESTION *Explain fully, being as exact and specific as possible*

How will this information be used?

Verification *Where did the patron find out about this?*

Level of information *If this is a classroom assignment, for what grade/level is it?*

Will patron accept material in languages other than English? If so, what languages?

Sources checked/tools used:

Suggested sources to try: