THOMAS LIBRARY
SPECIAL COLLECTIONS/ARCHIVES/LUTHERAN SYNOD ARCHIVES
REQUEST

TODAY'S DATE _____/_____/_____
mo. da. yr.

TIME ___:___ AM PM

IN LIBRARY USE ONLY

These collections are closed to the public. Materials will be available as soon as possible. No immediate access is possible. Please complete this form, and you will be notified by telephone, or mail, when the material is available for usage.

NAME _____

ADDRESS _____

_____

_____

TELEPHONE HOME (_____) _____-_____
area code

WORK (_____) _____-_____
area code

SPECIFY ITEM(S) NEEDED, AND/OR PURPOSE:

Call No.	Author	Title

PICK UP AND RETURN MATERIALS TO THE CIRCULATION DESK BY THE CLOSE OF BUSINESS.

Staff Use Only Below

CHECK CATEGORY:
___ SPECIAL COLLECTIONS ###
___ ARCHIVES ###
___ OHIO SYNOD ARCHIVES ###
###
###
###
List Materials Located: ###
CLNO: ITEM: ###

Patron notified: _____/_____/_____
mo. da. yr.

___ telephone
___ letter
___ other:

Available at:
_____ SPEC COLL RM DESK
_____ CIRC DESK
_____ REF DESK
_____ OTHER: