



Faculty/Student Request Procedure



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Faculty/Student Request Procedure

Giving of request forms to deans/department heads/students



Deans/department heads/students fill up the request form.



Return the request form to the librarian.



Check the availability of the book/s to OPAC and reply to the deans/department heads/students if the book/s is available.



If the book/s are not available proceed to acquisition.