

**Bega Valley Shire Library**

**Reference request form**

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

**Member Details**

Name: \_\_\_\_\_ Card no.: \_\_\_\_\_

Contact phone no. /email / fax no.: \_\_\_\_\_

\_\_\_\_\_

**Details of enquiry**

(to be completed by requester / library staff)

Please describe what information you are looking for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How much information is required? Eg. Definition, one page overview, indepth.

\_\_\_\_\_

Who is the information for? Eg. HSC student, primary school student, business, interest purposes, etc.

\_\_\_\_\_

When is the information required by? \_\_\_\_\_

Where have you already looked? Eg. World Book, Internet (which sites?), Atlas, etc.

\_\_\_\_\_

\_\_\_\_\_

***Confidentiality:***

*All searches by Bega Valley Shire Library staff are confidential and will not be disclosed to any third party.*

**Library use**

Received:

Referral date:

Time spent: