

P639 UNABLE TO FILL REQUEST FORM FOR STUDENTS AND TEACHERS

DIXIE REGIONAL LIBRARY SYSTEM **BRANCH**_____ **DATE**_____

Dear _____,

_____ came to the library today.

We regret that we were unable to fill his/her request for

_____ because:

- The material on this subject was checked out.
- Reasonable search failed to supply the material. If you know of sources, please contact us.
- All the material on this subject is "reference" and must be used in the library.
- We are unable to provide so much information on one subject to so many students at one time.
We can restrict the number of items per student or place selected materials on "reserve" if we know in advance. Please contact us.
- All copies are in use. We cannot buy multiple copies for required reading for a whole class.
- Further clarification is needed.
- Other _____

Please send advance notice of assignments so that we may better serve you and your students.

Contact: Phone:_____ Email: _____.

Staff member

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