

## FOR247 ONLINE LIBRARY REQUEST FORM

The following form is to be completed by students wishing to request a textbook from the SCEI online library.

STUDENT DETAILS	
<b>STUDENT ID:</b>	<b>STUDENT DATE OF BIRTH:</b>
<b>FIRST NAME:</b>	
<b>FAMILY NAME:</b>	
<b>MOBILE NO.:</b>	
<b>E-MAIL:</b>	
<b>COURSE CODE &amp; TITLE:</b>	
<b>TRAINER'S NAME:</b>	

REQUEST DETAILS		
<p><b>I am seeking access to the Nursing online library because:</b></p> <p><input type="checkbox"/> I am experiencing financial difficulties</p> <p><input type="checkbox"/> I have purchased prescribed textbooks and these are currently in transit</p> <p><input type="checkbox"/> I am in the process of purchasing prescribed textbooks. Please provide intended date of purchase .....</p>		
<p><b>I am requesting access to the following textbook(s):</b></p> <p><input type="checkbox"/> Fundamentals of Nursing Volumes 1-3 Australian Edition (3e) e-book</p> <p><input type="checkbox"/> Medical-Surgical Nursing, Critical Thinking in Client Care (Lemone et.al) e-book</p> <p><input type="checkbox"/> Essentials of Human Anatomy &amp; Physiology (Mariab) e-book</p> <p><input type="checkbox"/> Havards Nursing Guide to Drugs (Tziani) e-book</p>		
<p><b>Textbook Loan Request Time Period:</b></p> <p><input type="checkbox"/> 1-3 days</p> <p><input type="checkbox"/> 4 – 7 days</p>		
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>DATE:</b></td> <td style="width: 50%;"><b>STUDENT SIGNATURE:</b></td> </tr> </table>	<b>DATE:</b>	<b>STUDENT SIGNATURE:</b>
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## THIS PAGE IS FOR OFFICE USE ONLY

### STEP 1: RECEIVING ASSESSMENT OF APPLICATION

<p>This section is to be completed by the <b>SCEI Welfare Officer who is receiving</b> the application from the student.</p>	<p><input type="checkbox"/> All required sections completed</p> <p><input type="checkbox"/> Student details provided</p> <p><input type="checkbox"/> Student signature</p> <p><input type="checkbox"/> Supporting documents provided (if relevant)</p> <p><input type="checkbox"/> Application Approved</p> <p style="padding-left: 20px;"><input type="checkbox"/> Approved notice was emailed to IT officer for implementation</p> <p style="padding-left: 20px;"><input type="checkbox"/> Loan period approved for ..... day(s)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Copy of the requests attached with this form</p> <p><input type="checkbox"/> Application Rejected</p> <p style="padding-left: 20px;"><input type="checkbox"/> Student notified in writing</p> <p style="padding-left: 20px;"><input type="checkbox"/> Copy of written notification attached with this form forwarded to Admin for filling</p> <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p><b><i>If approved please forward this to the IT officer for implementation.</i></b></p>
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### STEP 2: IMPLAMINATION

<p>This section is to be completed by the <b>IT Officer</b> who is implementing the request.</p>	<p><input type="checkbox"/> Requested textbooks linked to students Moodle account for the approved timeframe of ..... day(s)</p> <p><input type="checkbox"/> Student notified of implementation via email</p> <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p><b><i>Please forward this to the Admin office for filling.</i></b></p>
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### STEP 3: FILING

<p>This section is to be completed by the <b>Administration Manager and/or delegate</b> who is filing this application and all supporting documents in the student's admin file.</p>	<p><input type="checkbox"/> The application form has been completed by all parties.</p> <p><input type="checkbox"/> All Supporting documents are attached with the application.</p> <p><input type="checkbox"/> Copies of all written correspondence sent to the student are attached with the application.</p> <p>Staff Name _____</p> <p>Staff Signature _____</p> <p>Date _____</p> <p style="text-align: right;"><b><i>Please file in the student admin file.</i></b></p>
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