**WLAC Library POPP Request Form**

**Be aware it can take up to two (2) weeks or longer to fill an POPP request**

**This form must be filled out completely, accurately and legibly or request CANNOT be processed**

***Because of various circumstances, a POPP Request cannot be guaranteed***

**Book/Item Information PLEASE PRINT**

1) Exact Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Book Call No. (No Reserves)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** *The ISBN is not a call number. Call numbers are either Dewey Decimal or Library of Congress classification system. This request cannot be processed with an ISBN*

2) Exact Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Author\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Complete Book Call No. (No Reserves)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Note:** *The ISBN is not a call number. Call numbers are either Dewey Decimal or Library of Congress classification system. This request cannot be processed with an ISBN*

# ***Requester Information***

Instructor Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student ID # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_

Forward this request form to John Titus, Circulation/ILL Library Technician, for processing. If any questions, contact John Titus (310) 287-4408, titusj@wlac.edu .

For help finding a book contact the Reference Desk at (310) 287-4269

----------------------------------------------------------------------Office use only------------------------------------------------------------------------

Book received on: \_\_\_\_\_\_\_\_\_\_\_\_ Student Contacted on:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1st Follow up: \_\_\_\_\_\_\_\_\_\_\_\_ 2nd Follow up: \_\_\_\_\_\_\_\_\_\_\_