



Queen Margaret University

EDINBURGH

Learning Resource Centre

Reference Enquiry Request

We regret that your reference enquiry cannot be answered immediately. Please give details of your enquiry as outlined below and we will pass it on to the relevant library staff, who will contact you as soon as possible (**normally by e-mail to your QMU e-mail address.**)

1. Full name:	
2. Matriculation / Smartcard / Library card number:	
3. Course	
4. Contact details (<i>only if different from your QMU email address</i>):	
5. Do you need this information by a specific time or date?	Information required by:

(N.B. If you find that you no longer need this information after you have asked us for it, please contact us to cancel the request. Thank you.)

6. Information Required. *Outline the information that you are looking for in the space below and list any sources already consulted. Give as much detail as possible (continue overleaf if necessary.)*

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To be completed by library staff:

Request received by (initials):	Date:	Time:
Referred to (initials):	Date:	
Student contacted by (initials)	Date:	Enquiry completed Date/Time: