



Library and Information Services Centre (LIBRIS)

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Course Notes for Student Consultation

To all academic staff:

Please send a copy of the form below together with your course notes to the Loan Counter at the Library when you need to place course notes in the Library for your students' consultation. As we need your endorsement for item 9, please print a copy of this form and fill in the details in ink. Printed copies of the forms are also available at the Info Desk.

Thank you.

1. Name:
2. School/Division:
3. Tel ext:
4. Course code:
5. Course name:
6. Title:
7. Withdrawal date:
8. Notes:
I declare that I have not photocopied more than 10% / 1 chapter / 1 article or made multiple copies of the same item.
9. Signature:

Please note:

All journal articles or book abstracts will be individually bound unless otherwise indicated. Please ensure that the "**Made on behalf of ... on ...**" stamp (available at the General Office of each Academic Group) appears on the first page and that the margin is wide enough for binding purpose.

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