

Document Delivery Request Form (NIE Staff)

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Academic Group / Programme	Date	Contact No.	
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I declare that I require the copy for research and private study and that I have not been previously supplied with a copy of the item by an authorised officer of the library.			Signature
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Source of Information		ISBN / ISSN	
Item not needed after		Do you wish to proceed if the document requested incurs a fee? <input type="checkbox"/> Yes, please complete Sect. B if using TM/Research Vote <input type="checkbox"/> No	
B) To be completed by NIE staff using TM or Research Vote			
<input type="checkbox"/> Teaching Material Vote: R 02 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Approved by: _____ (Head/Academic Group)		Signature: _____	Date: _____
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Project WBS: R 5 <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		GL A/C: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
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Note: By submitting the information, you consent to the National Institute of Education (NIE) collecting, using, disclosing and/or processing the information for the purpose of administering and communicating to you regarding your application/request.

Please email the scanned version of the completed form to libris@nie.edu.sg or send via internal dispatch to Scholarly Communication, NIE Library.

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