

Mail or email as an attachment to  
Tara Kilby, Library Technician

## Blackhawk Technical College Library Advance Booking Form

*\*Required information*

**Today's Date:** \_\_\_\_\_

**Requested by:** \_\_\_\_\_  
\*First Name \*Middle Initial \*Last Name

**Staff ID #** \_\_\_\_\_

**Preferred contact method:** Phone \_\_\_\_\_

Email \_\_\_\_\_

\*Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email: \_\_\_\_\_

**\*Requested items:**

**Barcode:**

**\*Dates needed:**

\_\_\_\_\_

\_\_\_\_\_

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mm/dd/yyyy mm/dd/yyyy

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mm/dd/yyyy mm/dd/yyyy

*Staff use only:* Staff initials: \_\_\_\_\_ Booking confirmed \_\_\_\_\_