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Date Received \_\_\_\_\_  
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## COMPUTERIZED DATABASE SEARCH REQUEST FORM

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Date: \_\_\_\_\_

Center Number: \_\_\_\_\_ Bldg. Rm: \_\_\_\_\_ Date needed by: \_\_\_\_\_

If an authorized signature is required for chargeback purposes, you will be contacted by Library staff.

### OUTPUT

**Years:** \_\_\_\_\_ 1-2 years \_\_\_\_\_ 5 years \_\_\_\_\_ 10 years \_\_\_\_\_ Other (indicate years) \_\_\_\_\_

**Languages:** \_\_\_\_\_ English Only \_\_\_\_\_ All **Abstracts?** \_\_\_\_\_ Yes \_\_\_\_\_ No **Review Articles Only?** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Output Options:**

\_\_\_\_\_ Printed (\_\_\_\_\_ Phone to pick-up \_\_\_\_\_ Send in mail)  
 \_\_\_\_\_ Floppy (Please supply a formatted disk)  
 \_\_\_\_\_ E-mail (Address: \_\_\_\_\_)

Do you want an authorizing letter on Scientific Library letterhead? \_\_\_\_\_ Yes \_\_\_\_\_ No (for cited reference searches only)

Do you want an Alert (Regular Update) on this topic? \_\_\_\_\_ Yes \_\_\_\_\_ No Date strategy setup: \_\_\_\_\_

### SUBJECT

What is the subject of your search? (For an author search, please include first names and initials if available.) If you need more space, please use the reverse of this sheet.

Do you have any examples of pertinent articles on the subject? If so, please attach a photocopy of the reference(s).

How much information do you expect to find \_\_\_\_\_ Nothing \_\_\_\_\_ 5-10 references \_\_\_\_\_ 100 references \_\_\_\_\_ 100+ references

### LIBRARY USE ONLY

Date & Searcher Initials	Database Name & File Number	Code	Minutes Logged	# of Citations Retrieved	Charge	NOTES

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