University of Wollongong Library

Mediated Search Request Form

Date: ____________________

Requestor Details
Name: (please print)

__________________________________________________

Phone: _______________________________________________________________________

Faculty / Department: _____________________________ Email: ______________________________________

Cost limit: ☐ $50 ☐ $100 ☐ $150 ☐ Other

I authorise the Library to conduct the search on my behalf. ________________________________

I understand that search results are for personal use only. ____________________________

Signature: ______________________________________________________________________

Search Details
Describe your search topic in one or two sentences:

Suggested keywords, search terms or concepts:

Synonyms, related terms or alternate spelling:

Known references or citations (may include important people or organizations in the field):

Language: ☐ English only ☐ other ____________________________

Geographic area: ☐ Australia ☐ U.S. ☐ U.K. ☐ other ____________________________

Years: ☐ last 12 months ☐ 2 years ☐ 5 years ☐ 10 years ☐ other _________

Document type: ☐ books ☐ articles ☐ reports ☐ patents ☐ other _________

Preferred delivery option (when available): ☐ save to disc ☐ email ☐ print out

Citation Format: ☐ citation (title, author, source) ☐ citation + abstract ☐ full text (if available)
(Office use only)

Search Log

Searcher: ___________________________________________

Date:____________________________________________________________________________________
Database: Search Strategy: 

Notes:____________________________________________________________________________________

Date:____________________________________________________________________________________
Database: Search Strategy: 

Notes:____________________________________________________________________________________

Date:____________________________________________________________________________________
Database: Search Strategy: 

Notes:____________________________________________________________________________________

Total Cost

Payment Details

☐ Journal Entry Request ☐ Invoice Entry ☐ Personal Cheque* ☐ Money Order*

*Make payable to the University of Wollongong Library
Include ID number or Drivers Licence Number

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Page 2 of 2