**Priority Cataloguing Service**

Priority Cataloguing Service can be requested for library materials which have been ordered and arrived in the library yet not processed for borrowing. Requestors may check the Library Catalogue for the current status of their wanted titles. To initiate a Priority Cataloguing Request, you should print and fill out the **Priority Cataloging Request Form**, then submit it in person to the Service Counter on Level 3 of the Central Building. The form is available at the Service Counter.

A requestor can normally request Priority Cataloging for up to 5 items. Items will be processed by library staff within 2 working days after the receipt of the Library Priority Cataloguing Request Form. The user will be notified when the items are ready for borrowing. (Note: Non-circulating items shall only be used in the Library)

For any issue concerned, please contact **lib-CDD@xjtlu.edu.cn.**

**Library Priority Cataloging Request Form**

 **图书馆预约编目申请表**

Please fill out the form to initiate the Priority Cataloging Service for the library materials which have been ordered and arrived in the library yet not processed for borrowing. The form shall be submitted in person to the Service Counter on Level 3 of the Central Building.

Items will ordinarily be processed by library staff within 2 working days after the receipt of the Library Priority Cataloguing Request Form. The user will be notified when the items are ready for borrowing. (Note: Non-circulating items shall only be used in the Library)

For any issue concerned, please contact **lib-CDD@xjtlu.edu.cn.**

若您需提出图书预约编目服务申请，请填写下表，以便更快的借阅在编目处理中的馆藏资料。填妥资料后请交至图书馆3楼的流通服务台。

馆方收到有关的加快编目申请后，将于两个工作日内优先处理有关的图书资料，一般每次申请加快的资料不超过五项。当馆员完成处理后，申请人将会通过电邮或电话收到馆方发出的到馆借书的通知；如有关图书为不能外借的资料，那么申请人只能在馆内阅览。

如有任何疑问,请联系**lib-CDD@xjtlu.edu.cn**。

**To be filled by user由申请者填写**

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| **User Information 申请者资料**Name 姓名: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student/Staff ID No. 学生/员工卡号: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tel. No. 联络电话: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ E-mail 电邮: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| **Requested Items**书目资料ISBN 标准书号: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Title(s) 书名: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**To be filled by Library Circulation Staff 由图书馆流通馆员填写**

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| Received Date 接收日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time 时间: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by 接收人员: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Remarks 备注: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**To be filled by Cataloguing Staff** **由图书馆编目馆员填写**

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| Received Date 接收日期: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time 时间: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Received by 接收人员: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Handled by 处理人员: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date 完成日期: ­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Remarks 备注: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |