MEMO

To: Library Manager  Date: ____________________________

Subject: Request for continuing student to borrow over the December/January vacation period

I believe it is essential for the following student to borrow course-related resources over the vacation period in order to assist them with their TAFE studies.

- Reason:
  - [ ] Classes continue through the holidays
  - [ ] Exam is held during the holidays
  - [ ] Student is continuing their course (e.g. 2 year diploma) and wishes to study over the holidays
  - [ ] Other __________________________________________
  - [ ] __________________________________________

- Student name: _________________________________________
- Student number: _______________________________________
- Course/subject: _________________________________________

Teacher/Head Teacher signature: ____________________________

Print name: ____________________ Section: ___________________

Contact number: ______________

Normal loan conditions apply. Students are responsible for renewing items when due, and returning items on time. DVDs & novels may also be borrowed.

<table>
<thead>
<tr>
<th>STAFF USE ONLY – tick box below when task is done</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] Note on Symphony record under Extended information tab</td>
</tr>
<tr>
<td>[ ] Pin number given for online renewals</td>
</tr>
<tr>
<td>[ ] Holiday hours brochure given to student</td>
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</tbody>
</table>

STAFF Initials ___