



Research Request Form 2013/2014

Please complete this form in order to request research assistance for the Society of Fellows at the Heyman Center for the Humanities. (Please allow approximately one week turn-around time.) In order to expedite your request, please provide as much of the following information as possible.

Name

Room Number

UNI/E-Mail

Telephone/ext.

Date Submitted

Date Needed By

Work Requested

e.g. copying, scanning,
submission to reserves, etc.

Quantity/Size of Materials

e.g. number of pages, number
of copies, etc.

Title of Materials

e.g. call numbers, manuscript
title, any identifying information

Additional notes/Helpful Info

Please indicate here if a sit-
down meeting is required with
research assistant.

*Do you need books picked up at the library? Remember to set up a "deputy borrower" on your behalf:
<http://library.columbia.edu/services/borrowing/deputy.html>

**DROP THIS FORM IN THE MAILBOX FOR "Research Assistant" LOCATED IN THE FIRST FLOOR
OFFICE OF THE HEYMAN CENTER.**

Alternatively, you may also e-mail a completed form to one of the research assistants directly. Please copy
the Administrative Assistant.