

NORTH-EASTERN HILL UNIVERSITY CENTRAL LIBRARY

P.O. NEHU Campus, Shillong-793022

Request Form for Database Search Service

1. Name: Prof./Dr./Mr./Ms _____
2. NEHU Library Registration Number: _____ Valid upto* _____
(* Applicable to Students/Research Scholars only)
3. Contact Number(s): _____ Fax _____
4. E-Mail Address: _____
5. Mailing Address: _____
6. Select the Database(s): _____

#1. _____
#2. _____
#3. _____

7. Keyword(s) and/or Combination(s) of Search Terms:

8. Period to be Covered: From _____ Upto _____

9. Geographical Area(s) to be Covered: _____

10. Mode of Delivery: i) Print & Deliver (on spot payment) ii) Personal Floppy/CD Download
iii) E-Mail Attachment iv) Fax/Courier/Speed Post (on advance payment)

*I hereby certify that the **Database Search Service** being requested is for purely academic purpose and shall not be reproduced or transmitted in any manner for commercial gains. I understand that, subject to first-come first-served basis, a period of upto one week may be required for providing the search results.*

**I also agree to bear all additional expenses that may be incurred towards accessing the databases of institutions/agencies/external sources, including the costs involved in delivering the search results, subject to prior intimation of amount payable. [*Strike off if not applicable]*

Place: _____

Date: ____/____/____

Signature

(SUBMIT THIS FORM TO THE DOCUMENTATION OFFICER, NEHU CENTRAL LIBRARY, P.O. NEHU CAMPUS, SHILLONG-793022)

(For Library Use Only)

Job No. _____

i) Request accepted and forwarded to DBSS Unit.

ii) Request regretted due to incomplete/illegible information/invalid member ID.

Documentation Officer

