Staff:  □  Student:  □

First Name:  __________________________  Last Name:  __________________________

Email:  __________________________  Phone Number:  __________________________

Faculty:  __________________________  Department:  __________________________

Date:  __________________________

Question/Specific Need(s):

Note: Please state your question or specific needs above. Include any relevant information such as specific citation and/or resources you have already consulted. Queries will be answered within 24hrs from the time of request.