

**ESTATES SERVICES
UNIVERSITY OF OXFORD**

The Malthouse, Tidmarsh Lane, Oxford, OX1 1NQ
Tel: +44(0)1865 (2)88460
Email: estates.library@admin.ox.ac.uk



INFORMATION REQUEST FORM

Thank you for your information request.

Please complete the form and return to the Information Team at estates.library@admin.ox.ac.uk

We will aim to contact you within two working days of receipt of the completed form to discuss your request in more detail. If you have asked to visit the library in person, we will contact you to make an appointment. Please refer to our Library Operating Procedures for details of opening hours and conditions of service.

Applicant Details	
Name	
Position	
Department or Company Name	
Referred by (<i>external users only</i>)	<i>New external users should provide the name of an Estates Services contact</i>
Telephone	
Email	

Information Request

Your request	
Building name and number	<i>If known</i>
What category of information are you looking for?	<i>Architectural, Structural, Mechanical etc.</i>
Name of the architect/engineer/contractor (if known)	<i>If you are looking for drawings, manuals or construction information from a specific source, please provide the name of the relevant specialist, or, if the name of the consultant or contractor is unknown,</i>
Approximate year of completion (if known)	<i>Applies to new build, extensions, refurbishments and R&M projects. Provide as much information as possible, as this will help to define the parameters of the search.</i>

Briefly describe the information required	
Is this request related to a current R&M job or Capital project?	<i>Please specify</i>
Would you like to view an extract from our library catalogue?	
Do you want to visit the library in person?	
When do you need this information?	<i>Please indicate when the request should be fulfilled. If some elements of the request are more urgent than others, please highlight priority items.</i>
How would you like the information to be delivered?	<i>Small quantities of files can be delivered by email or saved direct to departmental drives (internal users only). Larger volumes of information are normally uploaded to the University's Oxfile drop box</i>
Do you have a preferred files format?	<i>Do you require files to be delivered in a specific format? Do you need paper copies of drawings? Please include preferred page size and whether drawings should be scaled.</i>

For Information Team Use Only	
Extract requested?	<i>If yes, confirm sent by/date</i>
Request confirmed with customer?	<i>Confirmed by/date. Actions required.</i>
Further information received?	<i>Give details including date and time.</i>
Information request completed	<i>Confirm information sent, by whom and date. If all or part of the request could not be fulfilled, please record details of the search here.</i>
Request closed.	<i>Time and date. Note any feedback received.</i>

Please return to:
Estates Services Library,
Examination Schools,
High Street, Oxford OX1 4BG
Email: estates.library@admin.ox.ac.uk