EVELYN HONE COLLEGE LIBRARY REFERENCE REQUEST FORM

Evelyn Hone College (EHC) students, staff and faculty may submit questions and requests for reference assistance using this form. Please fill out the form as completely as possible and email it to ehclibrary@evelyn.edu.zm. The Form Reference Queue (FRQ) is read at least once a day, Monday through Friday; questions may be monitored for statistical and quality assurance purposes. If you need immediate assistance, please contact the EHC Library Reference/Information during library hours (08:30 Hours-17:00 Hours)

PART A (FOR LIBRARY USERS)

1. YOUR REFERENCE QUESTION

2. NAME
3. EHC IDENTITY NUMBER


4. STATUS (STUDENT / STAFF MEMBER)


5. EMAIL


6. COURSE


7. INFORMATION NEEDED BY (DATE)


8. RESEARCH YOU HAVE ALREADY DONE ON THIS TOPIC (IF ANY)
PART B (FOR OFFICIAL USE ONLY)

1. RESPONSE STATUS? (ANSWERED/ NOT ANSWERED)

2. REASON/S FOR NOT ANSWERING THE QUESTION

Note: The Reference service/assistance may be delivered in person (see reference desk), or e-mail

Contact Details:

The Librarian
Evelyn Hone College of Applied Arts and Commerce
P.O Box 30029
Lusaka.
Email: ehclibrary@evelynhone.edu.zm