|  |  |  |  |
| --- | --- | --- | --- |
| **Pao Yue-kong Library**  **The Hong Kong Polytechnic University**  **Citation Search Services - Request Form** |  | **Library Use only** | |
| Ref. No.: | Click or tap here to enter text. |
|  | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Request Date: | Click or tap to enter a date. | Desired Completion Date: | | Click or tap to enter a date. |
| Requester’s Name: | Click or tap here to enter text. | Staff number: | Click or tap here to enter text. | |
| Department/Unit: | Click or tap here to enter text. | Title/Position: | Click or tap here to enter text. | |
| Phone No.: | Click or tap here to enter text. | E-mail Address: | Click or tap here to enter text. | |
| Fax No.: | Click or tap here to enter text. |  | | |

**Type of service requested:**

|  |
| --- |
| Citation Verification  List of citations attached |

**or**

|  |
| --- |
| Citation Search Service  Full publication list attached (Your publication list will help us conduct a comprehensive  search more efficiently.)  ***If full publication list is not available:***  Can you provide some key information (e.g. author identifiers such as ResearcherID, Scopus Author ID, ORCID, or name variants, keywords) that will help us limit the search?  Click or tap here to enter text.  Are you aware of other authors with the same name working in your field whose publications may be confused with yours? Please identify their major works:  Click or tap here to enter text. |

Please let us know or attach any information that will assist us to process your request, e.g. for what purpose are you going to use the data provided, who will be the end-user of the data provided etc.

Click or tap here to enter text.

**Please send your completed request form to your Faculty Librarian who will confirm with you all details and to discuss a suitable timeline for delivery of search results and/or relevant documents.**

Please allow around 8-10 working days for processing.

|  |
| --- |
| The information you provide in this form will be used for the purpose of providing general library services or a directly related purpose in PolyU. The Library may give specified information to authorized PolyU offices and legal authorities, where applicable, for purposes relating to the collection of such information. For PolyU Staff, please also refer to the PICS (<http://www.polyu.edu.hk/hro/pics_staff.pdf>) for Staff. |