

# HUD Headquarters Library Retained Loan Request

U.S. Department of Housing  
and Urban Development  
Office of the Chief Human Capital Officer

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**Return completed request to HUD Library, Room 8141**

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1. Date of request	2. Title of Publication	3. Number of copies requested
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4. Author (For book requests, provide other information, if known, such as publisher, date of publication, and price)

5. Subscription start/end dates (For journals, attach renewal notice, mailing label and/or other information, if known, such as publisher, date of publication, and price)

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**Library Materials to be Retained by** (For multiple copies, attach a page which provides the information below for each person)

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6a. Name	6b. Phone (include extension)	
6c. Office Name	6d. Room Number	6e. Nine-digit Zip Code Number

7. Justification

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8a. Authorized Requesting Official (Name)	8b. Title
8c. Signature	8d. Date

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**Attach any other applicable information about your order. Direct questions to Acquisitions Staff, 708-2038**

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