In addition, I have added preferred form of name, with the explanation: "Note: this is the form of name you would like to be known by on title pages of works you have published or might publish in the future. For example: C.S. Lewis rather than Clive Staples Lewis)."

Finally, it is helpful if at least one member of the library staff has access to the student information system so he/she can look up information on students to include in authority records and bibliographical records, within the appropriate restrictions described in this article. This may be an acceptable alternative to a printed form.

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