Request for Library Materials

Name: __________________________________________ Date: __________

Department: ______________________________________

Title: ____________________________________________

Author: __________________________________________

Publisher: _________________________________________

Year: __________

Format: ______ Book ______ Monograph (Single Volume Work) ______ Series of ______ Volumes

____ Periodical
____ CD-Rom
____ Other—Please Specify: __________________________

This item: (Check all that apply)
____ Will provide direct support for a specific classroom assignment
____ Will provide general support for curriculum
____ Is recognized as a standard work in its field
____ Should be incorporated into the reference collection

Comments: ____________________________________________
________________________________________________________________________
________________________________________________________________________

Please note: Your input is vital to us. However, due to budget constraints, we may not be able to purchase every work request. We will contact you if and when the work is shelved in the library.

Library Staff Use Only
Item Ordered ______/_____/______ Price: _______
Item Received ______/_____/______ Item not ordered: ______
Faculty Notified ______/_____/______ Reason: ________________________________