

One Form Per Title / One Title Per Form

Library Purchase Request Form

(for subscription requests, please use Subscription Request Form)

Requestor Name: _____

Requestor email: _____

College or Department: _____

Date: _____

Reason for request (i.e., course #, etc.) _____

Priority level: Essential Important Useful

Item Format: Book Video DVD Music CD Audiocassette Other (specify) _____

Title and subtitle: _____

Author(s) and/or participants (be specific): _____

Publisher: _____

Date of publication: _____ ISBN (if known): _____

Cost: _____ Number of copies: _____

Source of information (catalog, brochure, internet, choice card, etc.): _____

APPROVAL	(sign and date)	FOLLOW-UP	(library use only)
Liaison:		Library already has:	
Date:		Date ordered:	
Dean:		Not available:	
Date:		Library now has:	

- This form may be completed on your computer. Place the cursor near the first line and type. Use the tab button on your keyboard to move to the next line.
- Print the form, then submit to your college's Library Liaison for approval. Liaison will then submit the document to the college Dean for approval and signature.
- Complete forms may be delivered via campus mail to Debra Collins in the Library.
- This form **MUST** have signatures from the Liaison and Dean. Thank you for your cooperation.