

One Form Per Title / One Title Per Form

Library Subscription Request Form

(for item purchase requests, please use Purchase Request Form)

Requestor Name: _____

Requestor email: _____

College or Department: _____

Date: _____

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

Priority level: Essential Important Useful

Title: _____

Publisher: _____

Frequency of publication: _____ ISSN (if known): _____

Subscription Price: _____

Sponsoring organization (if any): _____

Source of information (brochure, internet, membership letter, 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 Zack Prince in the Library.
- This form **MUST** have signatures from the Liaison and Dean. Thank you for your cooperation.