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Faculty Name:			Date:	
Title of requested mat	erial:			
Author / Artist:				
ISBN/ISSN (if availab	ole):			
List any specific edition requirements here: (e.g. Norton paperback)				
*Is this material for a	class?Y/N	*Date Needed?		
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Signature:			_ Date:	

Please note the following:

- * Please allow at least one month for processing.
- * All orders placed through the library are considered requests and are therefore subject to budgetary and collection development limitations. Chairperson approval does not guarantee that the requested materials will be purchased. Materials that are requested through the library are purchased out of the library's budget and become the property of the library once received.
- * If the material is intended for a class, it should be requested before the start of the semester in which the material is to be used. The material should preferably be requested one semester or <u>at least</u> one month in advance so as to ensure proper budgetary and collection development planning. A separate <u>Reserve Materials Request Form</u> must be completed if items are to be placed on reserve for your class. All reserve materials are removed from reserve status at the end of each semester unless the library is notified otherwise.