



# LIBRARY MATERIALS REQUEST FORM

Submitted by \_\_\_\_\_ Title (for Faculty or Staff) \_\_\_\_\_ Date \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Status (select one) \_\_\_\_\_ Faculty/Staff– please list course number(s) material is related to \_\_\_\_\_

\_\_\_\_\_ Student- Please list course number(s) material is related to \_\_\_\_\_

\_\_\_\_\_ Community Patron

Select one \_\_\_\_\_ Material to be purchased \_\_\_\_\_ Material requested via Interlibrary loan \*

\*this option available to faculty, staff and students ONLY

<b>ITEM</b> (i.e., book, equipment, journal, multimedia)	<b>DESCRIPTION</b> Title, author, make, model, publisher, etc.	<b>OTHER INFORMATION THAT MAY ASSIST IN LOCATING MATERIALS</b> (ISBN, year, prefer digital format, DOI, OCLC number, website link, etc.)

