

Library Book Request Form

(Rev. 12/10)

*Please complete one form for each title being requested. Fill out as much information as possible.
Please remember any copyright limitations for your program (i.e. published in the last 5 years).
Please note that older editions / copyright years may be out of print and/or difficult to obtain.*

Title: _____

Author: _____

Edition/Copyright Year: _____ **ISBN:** _____

Publisher: _____

Number of volumes (if applicable): _____ **Number of copies needed:** _____

List Price*: _____ **Date needed by:** _____

Priority Number (If making multiple requests, please rank 1, 2, 3, etc.): _____

Need Level: ___ **Critical (Vital to teach class or for accreditation.)**
 ___ **Collection Enhancement (Fills gaps in the collection.)**
 ___ **Wish List (Not necessary, but would be nice to have.)**

***If price is over \$100, please justify your use of this material for your curriculum:**

Requested by: _____ **Date:** _____

Department: _____

Phone Number: _____ **E-mail:** _____

Please submit requests to:

Lee or Chatham Campus: Tara Guthrie, Director of Library Services

Harnett Campus: Barbara Wood, Library Assistant