Library Book Request Form
(Rev. 6/12)

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