

REQUEST FOR LIBRARY BOOK TO BE ORDERED

1. **Requester's name** _____

2. **Justification for ordering:**

Please note that your request will be given every consideration; however, budget constraints may limit purchases.

3. If you are requesting more than one title, prioritize them.

4. You may attach a brochure, page from a catalog, a bibliography, or any other printed information about the book you are requesting in lieu of completing the bottom half of this form.

5. If you do not have the appropriate material referred to in #4 above, provide as much of the following information as possible.

Author(s) of book _____

Title: (Include subtitle if one exists) _____

Publisher _____

Address of publisher _____

Date of publication _____ **Edition** _____

ISBN (example: 0-8242-0661-4) _____

Cost _____ **Number of copies** _____

Source of this information _____

Please return this form to the SCC Library. Thank you.