

**REQUEST FOR PERIODICAL SUBSCRIPTION
TO BE ADDED TO LIBRARY COLLECTION**

1. Justification for ordering:

Please note that your request will be given every consideration; however, budget constraints may limit the number of subscriptions. The library must provide the basic periodicals needed for specific programs. Specialized periodicals will be especially evaluated for applicability to SCC's programs, accessibility (are they indexed?), and possible duplication.

2. If you are requesting more than one title, please **prioritize**.
3. Please attach brochure or any other printed information about the subscription you are requesting.
4. If you do not have printed material for #3 above, please provide as much of the following information as possible.

Title (Include subtitle if one exists) _____

Publisher _____

Cost _____

Source of this information _____

Requester's name _____

Please return this form to the Library. Thank you.