

## Library Materials Request Form

The primary goal of the library is to develop and maintain resources that support and enhance the curriculum and instructional programs of the Bowling Green Technical College and the needs of students, faculty and staff. The Bowling Green Technical College Library welcomes suggestions from students, faculty, and staff for additions to the collection. Please use this form to request books, periodicals (magazines, journals or newspapers), audio-visual materials and databases for purchase/subscription consideration.

*All requests will be reviewed by library staff before a purchase decision is made.  
 No purchase will be guaranteed. Please note that it is the library's policy not to purchase textbooks.*

### REQUESTER'S INFORMATION

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Program: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Faculty

Staff

Student

### BIBLIOGRAPHIC INFORMATION

#### Item Request:

Title: \_\_\_\_\_

Author: \_\_\_\_\_

Publisher: \_\_\_\_\_

ISBN:  
 (Books)

ISSN:  
 (Magazines/Journals)

Year of Publication: \_\_\_\_\_

Format:

Print:

Electronic:

Audio-Visual:

(Preferred format is DVD)

#### Subject Request:

Please list a subject area that requires further collection development:

#### Faculty/Staff Only:

Would you like a library staff person to send you a suggested collection list of materials for your subject?

Yes:  No:

#### For Library Use Only:

Request Date: \_\_\_\_\_

Purchase Approved: Yes:  No:

Review Date: \_\_\_\_\_

Comments: \_\_\_\_\_

Library Staff Member: \_\_\_\_\_