



Books/Films Purchase Request (for Faculty)

Please fill out this form and send the print out to the Dean's office. The Dean will submit it to the library, and a library staff member will communicate with the professor once the order has been placed.

Your name

Date

Subject area

Class title and number

Type of material requested

Book

DVD

Audio CD

Other

Title of requested material

Publisher/Distributor

Publication/Distribution year

Note

For Undergraduate Faculty

For Graduate Faculty

Signature of Dean of Faculty

Signature of Dean of the Graduate School

Signature of Library Director