

ACQUISITIONS REQUEST FORM : BOOKS AND MEDIA RESOURCES
FOR LIBRARY USE

ARF NO :

SECTION A : NOTES FOR REQUESTOR

1. Taylor's College Staff to obtain approval by HOD/Principal via email prior to submitting the request
2. Postgraduate must obtain a Supervisor's recommendation via email prior to submitting the request
3. Fill in the names of lecturers in the Remarks column for whom the Teaching Resources are requested
4. Wherever available, e-format of the title will be purchased
5. Library needs minimum 3 months (90 days) to obtain the title(s). Availability of title(s) within the period is subject to the available stock by vendor.
6. Please check the Taylor's Library Catalogue before submitting request. Your item maybe "Available" or "On Order"

SECTION B : TO BE FILLED BY THE REQUESTOR (All fields are mandatory)

Request from : Please select Campus: Please select Date Request:

Is this request Urgent? : Yes/No If Yes, please give reason : Please select

REQUESTOR DETAILS (All fields are mandatory)

Requestor's Name:		Programme Name & Programme Code:	
Department/School:		Subject Name & Subject Code:	
Email/Phone No. /Ext. No:		Total No. of students in the Programme:	

RESOURCE DETAILS (*Marked fields are mandatory)

No	*ISBN/eISBN	*Bibliographic Information (Title/Author/Publisher/Year/Edition)	*Qty	**Type	Remarks
1				Select	
2				Select	
3				Select	
4				Select	
5				Select	

*Type of Materials : A. Textbook C. Recommended Reading E. Research G. e-Book I. Others
 B. Additional Text D. Teaching Resources F. Collection Development H. AV Materials

JUSTIFICATION/ADDITIONAL COMMENTS (This field is mandatory)
SECTION C : APPROVALS

Approved by Chief Librarian

Date: _____

SECTION D : FOR LIBRARY USE ONLY

VENDOR	Q/NQ	PO No.	RQN No.	Activities	Item Format:
				Book Fair	
				Catalogue Selections	Received by:
				Publishers Showroom	Date :
Availability of Budget	RM	Date:			Signature :
Cost	RM	Date:		Selection from online vendors	
Budget Code in Virtua					