TAYLOR'S UNIVERSITY / TAYLOR'S COLLEGE	**SERIALS REQUEST FORM : PERIODICALS, ONLINE DATABASES, E-JOURNALS, ASSOCIATION MEMBERSHIPS & LIBRARY TOOLS**	**FOR LIBRARY USE** **SRF No.**

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

Request from : Please Select **Campus:** Please Select **Date Request:**

REQUESTOR DETAILS (All fields are mandatory)

Requestor's Name:	
Email/Ext. No.	
Department/School:	
Programme Name & Programme Code	
Subject Name & Subject Code:	
Mobile No.	

RESOURCE DETAILS (*Marked fields are mandatory)

No	*ISSN/eISSN	*Title	**Format	Frequency	Publisher	Remarks
1			Select			
2			Select			

***Format :** A. Print B. E-Journal C. Online D. Membership E. Library Tools F. Others

REASON FOR PURCHASE (*All fields are mandatory)

1. Focus and coverage of Periodical/Online databases/e-journal/Association memberships/Library tools?

2. Readership (suitable for the following programme)?

SECTION B : APPROVALS

Staff: Obtain approval via Email by Dean/Principal/HOD and send together with this form

Postgraduate students: Obtain recommendation via Email by Supervision and send together with this form

Recommended/Approved by Chief Librarian

Date :

Approved by Registrar

Date :

SECTION C : FOR LIBRARY USE ONLY

VENDOR	PO. No.	RQN No	Cost Per annum	Subscription Details
				Process Date: **Subscription : New** ☐ **Renewal** ☐
				Subscription commenced starting issue/vol no. :
				Others Remarks:
Budget Code in Virtua				**Received by:** **Date :** **Signature :**

Revised 30032015