TAYLOR'S

LIBRARY

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

Approved by Chief Librarian

Date :

NOTE FOR NEW REQUEST:	**To obtain approval by HOD/Principal via email prior to submitting the request**
	Postgraduates to obtain a Supervisor's recommendation via email prior to submitting the request

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:
Availability of Budget		RM	Date:	Received by: Date : Signature :
Budget Code in Virtua				

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