TAYLOR'S

LIBRARY

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 Programme Director 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? : Please Select 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 B. Additional Text C. Recommended Reading D. Teaching Resources E. Research F. Collection Development G. e-Book H. AV Materials I. Others

JUSTIFICATION/ADDITIONAL COMMENTS (This field is mandatory)

SECTION C : APPROVALS

Approved by Head Librarian

Date:

SECTION D : FOR LIBRARY USE ONLY

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

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