

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 Head Librarian

Date : _____

NOTE FOR NEW REQUEST:

To obtain approval by HOS/Programme Director 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 | | | | | |