

ASCC Library

Material Request Form

(Please check: To find in the Library _____, or For Purchase _____)

For the books:

1. Title of the books: _____
2. Author of the books: _____
3. Year of books publication (if known): _____
4. Edition of the books (if known): _____
5. Publisher of the book (if known): _____
6. ISBN (if known): _____

For the Magazines and Journals:

1. Title of the Magazine/Journal: _____
2. Publisher: _____
3. Starting issue and number you want to receive: _____
4. ISSN (if known): _____

For the non-print materials (CD, DVD, or Software) :

1. Title: _____
2. Specify format (CD, DVD, or Software: _____
3. Publisher (if known): _____
4. For software, specify the version, or put latest down: _____

Requested by (Instructor): _____

Instructor's Department: _____

- Make copies of this form if needed. One title for each form, please.
- Fill out the form and return to the library circulation desk.
- The library will order the requested materials and inform you after the materials are received, processed, and ready to view or check out.

Thank you.