

Library Purchase Request Form

PART A - BIBLIOGRAPHIC INFORMATION

Title: Subtitle:		Edition:
Author/Editor:	Publisher:	Publication Date:
Price: (indicate US/Can):	ISBN/ISSN:	
Format: Book <input type="checkbox"/> Periodical <input type="checkbox"/> CD <input type="checkbox"/> Audiocassette <input type="checkbox"/> Video/DVD <input type="checkbox"/>		
Source of Information: (review, ad, etc.)	Requestor's Name/Email/Campus:	Date Requested:

PART B - LIBRARY HOLDINGS

In Novanet (exact edition): Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes: How Many Novanet Libraries (non-NSCC):
If Yes: How Many NSCC Campus Libraries (specify locations):	Checked Coutts Online? Yes <input type="checkbox"/> No <input type="checkbox"/>

PART C – SUBJECT SPECIALISTS

Subject Specialist:	Date Received by Subject Specialist:	
Order for (circle locations): AK AV BC CU IT KC LC MC PC SA SC TR WC	Number of Copies:	Subject Specialty:
Order as: Rush <input type="checkbox"/> Catalogue for: Reference <input type="checkbox"/> Video/DVD requests only: Classroom viewing <input type="checkbox"/> Home use only <input type="checkbox"/>	Date Sent to Technical Services:	
Request Not Approved (specify reason):	Date Sent Back to Campus:	

PART D – TECHNICAL SERVICES

Date Received:	Supplier:	PO #:
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