Faculty Materials Request Form - Library Purchasing

(Please fill out as much information as possible)

Title:  
Author:  
Edition/Year:  ISBN:  
Number of Volumes:  Number of copies needed: 
Format (circle one):  Book  DVD  CD  Periodical  Other:  
Source/Vendor: (attach catalog if possible) 

Item #:  List Price:  
Date needed by:  Notify when received?  Yes  No  

Need Level:  ____ Critical (Vital to teach class or for accreditation)  
             ____ Collection Enhancement (Fills gaps in the collection)  
             ____ Wish List (Not necessary, but would be nice to have)  
If price is over $100, please justify your use of this material for your curriculum:  

Requested by:  Date:  
Department:  
Phone:  Email:  

*Please return this form to Elizabeth Baker in the Library*  
  bakere@carteret.edu  222-6216