



# Library Purchase Requests



If you know of something you would like our media center to purchase, please complete this form and place it in our mailbox or drop it off at the library. Use a separate form for each item. *Get additional forms in the Library or from the library webpage.*

Name \_\_\_\_\_ Dept. or grade level \_\_\_\_\_

Suggested item: \_\_\_\_\_

Format:       Book               Magazine               Video/Dvd               Other

Please provide as much information as possible: ie. author, publisher, price, ISBN number, catalog or website you found it in. (Attach catalog page, ads or reviews if possible.)

*Briefly* describe how the resource will enhance our curriculum or respond to student/staff needs.

Have you previewed this material?               Yes               No

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*For library use only*

Date received: \_\_\_\_\_

Librarian's comments:

Action taken: