



Material Request Form

Please tell us as much as you can about the material you are requesting.

All requests are subject to approval by the library's Collection Development Committee.

Title _____

Author _____

Publisher (optional) _____

Year of Publication (optional) _____

Additional Information (if any) _____

Would you like us to notify you of our decision regarding this material? Yes No

If yes, please provide us with your name and email or phone number _____

Return this form to a staff member

For Staff Use Only:

Please initial and date each field used

Main

North County

East County

South Bay

Date Received _____

Patron contacted (if applicable): _____

Collection Review _____

Ref Staff Notes _____

Forward to Collection Development _____