



Recommendations for Library Purchases Form

Faculty, students, and staff are encouraged to recommend titles for purchase by completing the form below. Purchase recommendations will be evaluated in terms of: 1) their appropriateness to the instructional and research programs offered on campus and: 2) availability of funds.

Use this form to recommend a title for our collections. But first, please:

- ***Check the online catalog before making your suggestion. Please suggest only titles not currently in the catalog.***
- ***Check Books in Print to provide important information about your request.***
- ***Be aware that you may also request a book not held by the Library through Interlibrary Loan.***

Please provide the following information. Items marked with an asterisk are required.

Bibliographic Information

*Title: _____

*Author: _____ Publisher: * _____

*Publication Date: _____ Type of Material: _____

*ISBN/ISSN: _____ Edition or Series: _____

Number of volumes: _____

Requester Information

*Last Name: _____ *First Name: _____

*Department: _____ * Phone Number: _____

*E-Mail Address: _____

***Status:**

Faculty

Student

Staff

Alumni

Other

****I am requesting this item because***

Library does not own this item

The item is lost or missing

*Please E-Mail me when material becomes available

Yes

No

If you would like to discuss library purchases, please feel to contact the Collections Management librarian, Yamilka Gonzalez @ 305-593-1223 Ext: 3216 or ygonzalez@albizu.edu.