



## BOOK REQUEST FORM

Dear Faculty Members and Students,

Please fill out the form with signatures and submit to the library. Every effort is made to accommodate all requests; however, a review of present library holdings will be initiated. It will take 2 to 3 weeks to purchase and process books prior to circulation.

**Program:** ☐ Master's ☐ Doctoral

**Language:** ☐ Chinese ☐ English ☐ Korean

**Course #:** \_\_\_\_\_ **Course Title:** \_\_\_\_\_

**Instructor's Name:** \_\_\_\_\_

**Quarter of Request:** ☐ Winter ☐ Spring ☐ Summer ☐ Fall **Year:** \_\_\_\_\_

**Book information:**

**Author:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**ISBN:** \_\_\_\_\_ **Year:** \_\_\_\_\_ **Publisher:** \_\_\_\_\_

**Purpose:** ☐ Textbook ☐ Reference ☐ Research ☐ Other: \_\_\_\_\_

**Faculty Making Request:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Administrator:**

\_\_\_\_\_  
*Name*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*