

### Material Request Form

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

All requests are subject to approval by our 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 \_\_\_\_\_