

## LIBRARY COLLECTION REQUEST FORM

I wish to have the following title: \_\_\_\_\_

by the following author: \_\_\_\_\_

in the following format(s): \_\_\_\_\_ book \_\_\_\_\_ movie \_\_\_\_\_ audio \_\_\_\_\_ periodical

considered for

\_\_\_\_\_ inclusion into the \_\_\_\_\_ grammar \_\_\_\_\_ dialectic \_\_\_\_\_ rhetoric \_\_\_\_\_ professional library

\_\_\_\_\_ exclusion from the \_\_\_\_\_ grammar \_\_\_\_\_ dialectic \_\_\_\_\_ rhetoric \_\_\_\_\_ professional library

\_\_\_\_\_ reassignment to the \_\_\_\_\_ grammar \_\_\_\_\_ dialectic \_\_\_\_\_ rhetoric \_\_\_\_\_ professional library

My request/recommendation is given for the following reasons:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Name: \_\_\_\_\_

*Requests are reviewed as they are received by the Media and Curriculum Specialists. Recommendations are then presented to administration for final approval. The Media Specialist will provide feedback to the person whose name appears on the library collection request form within one week of administrative decision.*

For office use only:

\_\_\_\_\_ Date received/received by: \_\_\_\_\_

\_\_\_\_\_ Date reviewed by Media Specialist/signature: \_\_\_\_\_

\_\_\_\_\_ Date reviewed by Curriculum Specialist/signature: \_\_\_\_\_

\_\_\_\_\_ Date reviewed by Administration/signature: \_\_\_\_\_

Recommendation \_\_\_\_\_ accepted \_\_\_\_\_ declined \_\_\_\_\_ modified

Action taken: \_\_\_\_\_

\_\_\_\_\_ Date of notification by Media Specialist/signature: \_\_\_\_\_