

Xavier University Library
New Materials Request Form

Today's Date:

Title:

Author/Editor:

Publisher:

ISBN:

Copyright Date:

Edition:

Price:

No. of Copies:

Book (print) Book (electronic) DVD CD Streaming Video PDF File

Material Type:

Other (please specify)

(Please attach any brochures or catalogs.)

RUSH (Please place rush requests only for items needed for class use. Rush requests may take up to 30 days.)

Select one: Order Now

Order at the end of the year if there are funds remaining

If applicable, after processing (select one):

Place item on hold

Place item on reserve

If item is to be placed on reserve, please indicate:

Class &
Section:

Semester:

Type of reserve:

3 hour closed

3 hour open

1 day

3 day

7 day

Requestor's Name:

Department:

Print this form, obtain department approval (below), and send to **Acquisitions Department, ML 5211**. Please note that it may take two to three months from the time an item is ordered to the time it is cataloged and on the shelves.

Faculty Liaison Signature: _____

Library Use Only:

Not in system

On order

In system

Call number:

Initials:

Approved for order