

## **SVC Library Materials Request**

Circle one: Book DVD Other \_\_\_\_\_

Date of request: \_\_\_\_\_

Person making request: \_\_\_\_\_ e-mail: \_\_\_\_\_

### **Item information (fill in as much as you can – not all is necessary):**

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

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

ISBN or ISSN: \_\_\_\_\_ Cost: \_\_\_\_\_

Publisher: \_\_\_\_\_

Pub date and/or edition: \_\_\_\_\_

Choose one:

- This item should circulate
- This item should be kept in the Reference Room
- Other instructions \_\_\_\_\_

Please e-mail to [ssanfilippo@svc.edu](mailto:ssanfilippo@svc.edu) or print and deliver to library mailbox.

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### **LIBRARY USE ONLY:**

Order date: \_\_\_\_\_ Vendor \_\_\_\_\_

Cost: \_\_\_\_\_ Delivery date: \_\_\_\_\_

Not purchased because \_\_\_\_\_