

REQUESTOR DETAILS	DATE:	REQ NO.:
<b>Requestor's Name:</b>	<b>Email:</b>	
<b>Programme/School/Department:</b>	<b>Tel. Ext.:</b>	
<b>Subject Code:</b>	<b>No. of Students:</b>	
NOTES TO REQUESTOR		
<p><b>1. <u>Library Policy on multiple copies</u></b></p> <p>a) For the initial request for a title, the library will acquire number of copies at a ratio of 1 book to every 20 students, up to <b>maximum of 10 copies</b>.</p> <p>b) <b>All prescribed texts</b> will have a <b>shorter loan period of 1 week</b> to allow for more students to have access to the books. However, students may renew their loans if there are no reservations.</p> <p>c) If the prescribed text has been previously requested by another programme, extra copies will be acquired up to a maximum of 15 copies.</p> <p>d) Lecturers may request for copies to be placed in the Reserve Collection which will be on 4-hourly loans.</p> <p><b>2. <u>Lecturer's Copies (LCP)</u></b>  LCP are prescribed texts for courses taught by the said Lecturer. Please indicate name of lecturer for each additional copy requested.</p>		
APPROVALS		
<p>_____</p> <p><b>DOS/DOP/HOD Name &amp; Signature</b>                  <b>Date</b></p> <p>Remarks: _____</p> <p>_____</p> <hr/> <p>_____</p> <p><b>Chief Librarian</b>    <b>Date</b></p> <p>Remarks: _____</p> <p>_____</p> <p style="font-size: small;">*The Library reserves the right to refuse to accept a request if, in its judgement, fulfilment of the request would involve violation of Film Censorship Act 2002 (Act 620) and / or the Printing Presses and Publications Act 1984 (Act 301)</p>		

ORDERING DETAILS						
Type of materials – <b>P</b> : Prescribed Text; <b>R</b> : Recommended Reading; <b>S</b> : Supplementary Reading; <b>RS</b> : Research						
<b>Title:</b>		<b>Type</b>	<b>PLEASE INDICATE</b>			
		<b>P</b>	<b>TOTAL COPIES</b> (Note 1)	<b>OPEN SHELF</b>	<b>RESERVE COLLECTION</b> (For Short-term loan ONLY)	<b>LCP</b> (Note 2)
<b>Author:</b>		<b>R</b>				
<b>ISBN:</b>	<b>Year:</b>	<b>S</b>				
<b>Publisher:</b>	<b>Ed:</b>	<b>RS</b>				
<b>Names of lecturers:</b>						
<b>Title:</b>		<b>Type</b>	<b>PLEASE INDICATE</b>			
		<b>P</b>	<b>TOTAL COPIES</b> (Note 1)	<b>OPEN SHELF</b>	<b>RESERVE COLLECTION</b> (For Short-term loan ONLY)	<b>LCP</b> (Note 2)
<b>Author:</b>		<b>R</b>				
<b>ISBN:</b>	<b>Year:</b>	<b>S</b>				
<b>Publisher:</b>	<b>Ed:</b>	<b>RS</b>				
<b>Names of lecturers:</b>						
<i>Note: Please attach a separate list if there are more than 2 titles requested.</i>						