SUNWAY CAMPUS LIBRARY
REQUISITION FOR BOOKS & AUDIOVISUAL MATERIALS

REQUESTOR DETAILS	DATE:	REQ NO.:
Requestor's Name:	**Email:**	
Programme/School/Department:		**Tel. Ext.:**
Subject Code:		**No. of Students:**

NOTES TO REQUESTOR

1. **Library Policy on multiple copies**
   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 **maximum of 10 copies**.
   b) **All prescribed texts** will have a **shorter loan period of 1 week** to allow for more students to have access to the books. However, students may renew their loans if there are no reservations.
   c) If the prescribed text has been previously requested by another programme, extra copies will be acquired up to a maximum of 15 copies.
   d) Lecturers may request for copies to be places in the Reserve Collection which will be on 4-hourly loans.

2. **Lecturer's Copies (LCP)**
   LCP are prescribed texts for courses taught by the said Lecturer. Please indicate name of lecturer for each additional copy requested.

CHECKLIST FOR URGENT TITLES

☐ MPH ☐ KINOKUNIYA ☐ IBS Bookstore
☐ GOBI ☐ Book Channel

APPROVALS

_____ _____
DOS/DOP/HOD Name & Signature Date
Remarks: _____

_____

_____ _____
Chief Librarian Date
Remarks: _____

_____

*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)

ORDERING DETAILS

Type of materials – **P**: Prescribed Text; **R**: Recommended Reading; **S**: Supplementary Reading; **RS**: Research

Title:		Type	TOTAL COPIES (Note 1)	PLEASE INDICATE		
		P		**OPEN SHELF**	**RESERVE COLLECTION** (For Short-term loan ONLY)	**LCP** (Note 2)
Author:		**R**				
ISBN:	Year:	**S**				
Publisher:	Ed:	**RS**				
Names of lecturers:						

Title:		Type	TOTAL COPIES (Note 1)	PLEASE INDICATE		
		P		**OPEN SHELF**	**RESERVE COLLECTION** (For Short-term loan ONLY)	**LCP** (Note 2)
Author:		**R**				
ISBN:	Year:	**S**				
Publisher:	Ed:	**RS**				
Names of lecturers:						

Note: Please attach a separate list if there are more than 2 titles requested.