

H. R. Macmillan Library Order Request

To be completed by the Patron		Library Staff Only		Tech Services Only	
Material Type		Call #:		On order: Y or N	
<input type="checkbox"/> Book	<input type="checkbox"/> VHS	<input type="checkbox"/> DVD	<input type="checkbox"/> Cassette	Date/Initials:	
<input type="checkbox"/> Subscription	<input type="checkbox"/> Other		Vendor:		
Author:		Date Searched:		PO:	
Title:		Initials:		Encumbered: _____ Date: _____	
ISBN:		Purchase Approved:		B/O: _____	
Year:		Date:		Notes:	
Price:		# of copies:		Received Date:	
Source of Information (attach pages if you'd like):		Budget Code(s):		Invoice #:	
Deadline:		Older Copy:		<input type="checkbox"/> Bib added Date/Initials: _____ <input type="checkbox"/> Z39.50 <input type="checkbox"/> OCLC <input type="checkbox"/> Other: _____	
Accept Substitute? Y or N		Location:		Item Type/Code/Status:	
Requested by:		<input type="checkbox"/> Reference <input type="checkbox"/> Stacks <input type="checkbox"/> Merton Room <input type="checkbox"/> SAH <input type="checkbox"/> Media Room <input type="checkbox"/> Other: _____		VST local note/Subject:	
Email:		Notes:		<input type="checkbox"/> Cataloging Complete Date: _____ Process for: _____ Special Details: _____	
Phone:				<input type="checkbox"/> Lib Use Only Stamp <input type="checkbox"/> Process Complete	
Date:				<input type="checkbox"/> New Book Truck <input type="checkbox"/> Shelving Truck <input type="checkbox"/> Gil <input type="checkbox"/> TMRR <input type="checkbox"/> Circ. Shelf	
Notes/Additional Details:					

Please contact the Library (x29430) or Gillian McLeod (x29427) for additional forms.