Paul G. Blazer Library Kentucky State University

Collection Management Services

Request to Order an Item Form (Acquisitions Unit)

To request an item to order for the Library's collections, please fill out the description below:

DESCRIPTION OF ITEM TO ORDER (or attached a publisher brochure or other information): Title: Author (Last name, first name): Publisher: Edition: Date: Price: ISBN or ISSN: Serial/Journal Please check: Book Audiovisual No. of copies: Other: **REQUESTOR** (the following is required): Name: Dept.: Phone Number: Email Address: Is This Item an Priority? Yes No If yes, please state date needed: For Reserve? Yes No For Specific Collection? _____ Notify when cataloged?_____

You may complete this form on-line or print it out and give it to a staff member at the Reference Desk, who will then forward this form to the Head of Collection Management Services.

To call regarding the status of a requested item, please call (502) 597-6881.