



Norfolk Public Library

Recommendation to Purchase Library Material

Please print clearly and provide as much information as possible.

Author/Artist/Producer: _____ Today's Date: _____

Title: _____

Publication Date: _____ Edition/Volume: _____ Publisher: _____

Type of Material: Book L-Print Mus-CD Vid-Cass DVD Other: _____ (Audiobook suggestions are welcome, but Patron Requests for audiobooks are not being taken at this time.)

Where did you hear about this item? _____

Patron's Name (please print): _____

Address _____

City, State, Zip Code _____

Phone: () _____ Library Card # 111860 - _ _ _ _ _

Reserve this item if purchased? Yes No Pick-up location: _____

If not purchased, borrow through Interlibrary Loan? Yes No

Library Staff: In NPL catalog? Yes No On Order? Yes No Reserve Placed? Yes No

Your Branch: _____

If item is in catalog or on order, please send form directly to Collection Management. If request is for hardcover fiction by AY author, keep for your records, as Patron Requests cannot be filled for AY items. Otherwise, attach active Title Source or BIP record and review (if available). Record should include ISBN# or AV# and cost.

Branch Manager or Kirn Selector: To select item for your agency, complete section immediately below. If not completed, purchasing decision will be made by Collection Development.

Circle all that apply: Book Aud-Cass Aud-CD Music-CD DVD Vid-Cass CD-ROM
F NF E J YA L-Print / ADM New Ref R-Ref Spec

Fund Account(s): _____ Librarian (init.): _____ Date: _____

Comments: _____

Coll Mgt Staff: Received: _____

Sent to ACQ? Y N Date: _____ Hold Placed? Y N Date: _____

Sent to ILL? Y N Date: _____ Patron Notified? Y N Date: _____

Reason Not Ordered: _____

Comments: _____

ISBN#/AV#: _____ Cost: _____

Order for: BB BL BM CH HD JA JN KA LC LF LR PP PR VW

ACQ Staff: Date Ordered: _____ Order Status: AVAIL BO OSI OP NP