Date_____

Suggestion for Purchase

TITLE _____

AUTHOR _____

FORMAT: Book ☐ CD ☐ Video/DVD ☐

PUBLISHER & YEAR of PUBLICATION _____

If this item is purchased, the library can hold it for you and notify you when it is available. If you want material held for you, please supply your library card number below and where you will pick the item up.

LIBRARY CARD NUMBER _____

PICK UP AT _____

If this item is **not** purchased, would you like us to initiate an inter-library loan? yes ☐ no ☐

Requested by: NAME _____

ADDRESS _____

Where did you learn about the suggested item?_____

_____

Thank you for your suggestion.

This form records publication data about the suggested material; and, personal data, if supplied: name, address, library card number and hold pick-up location. This private information is used to place a request for the material should the library obtain the suggested title. If the personal data is not supplied, the library will still consider the suggestion for purchase but will not place a request. The data will be used for library purposes only and will not be disclosed to non-library personnel except pursuant to a court order. The suggestion forms and data are discarded on a periodic basis. If you have questions about making a suggestion for purchase, please ask the library staff for help.

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