



Library Acquisition Request Form - Faculty

The Library at the Academy of Art University welcomes acquisitions suggestions from faculty members. Please use this form to request materials that you believe would enrich our current collection and benefit our student population.

All requests are now subject to departmental approval. Unsigned forms will be forwarded to your department for final review by your department director.

We will notify you via email when your requested items are received and cataloged. Please indicate whether or not you would like us to hold the item for you at the circulation desk.

Please do not use this form to request items that are required for one of your courses. See the Course Reserve Request Form.

Name

Department

Date

Email Address

Phone Number

Faculty ID#

Table with 9 columns: Title, Author, ISBN, Hold? (Yes/No), Library Use Only, Director Approval (Yes/No). Rows 1-8.

Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_