

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: _____

Please check : Book Serial/Journal 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.