Decker Library Order Request

Please give completed form to a Librarian at the Reference or Circulation desks at the Decker Library, or fax to (410) 225-2316

Title: _____

Author: _____
(for book)

ISBN: _____ **ISSN:** _____
(for book) *(for journal)*

Date of Request: _____ **Notify when available?** _____

Name: _____

Email/phone: _____

Place on Reserve? _____
Course name/number / Semester

Was Item Requested on Interlibrary Loan? Yes / No

Patron Status: Faculty / Grad / Undergrad / Post Bac / CS / Staff / Alumni

Patron Note: _____
(How did you hear about the title? Is material being used in course? Which curriculum area? Etc...)

_____

_____

_____

Staff Use **Replacement __ / Faculty __ / Reserve __**

Amazon or other vendor print-out attached? Yes / No **OCLC:** _____

For Replacement Requests:

Call #: _____ **Item #:** _____

Status in Workflows: L&P *-or-* Missing / Last activity date _____
(circle one and indicate date)

Number of Checkouts _____ **Checked Shelf & Item Not Found:** _____
(date, staff initials: please check Stks, Qto & Ref)

Note: _____

_____

_____