



**LIBRARY MATERIALS
RECOMMENDATION FORM**

Document No.: FM-LB-14-01
Effective Date: August 1, 2017

Date: _____ **Requested by:** _____ **School/Department:** _____ **Program:** _____

Type of Selection: ☐ Book Fair ☐ Publisher's Print Catalog ☐ Showroom visit ☐ Publisher's Online Catalog/Amazon. Indicate Website URL ☐ Renewal

Type of Library Materials: ☐ Books ☐ e-Books ☐ Journal/Magazine ☐ eJournal ☐ CD/DVD ☐ Others: _____

Kindly indicate the taxonomy level of need appropriately.

Taxonomy Level: 0 = Out of Scope 1 = Minimal Level 2 = Basic Information Level 3 = Instructional Support Level 4 = Research Level 5 = Comprehensive Level

RECOMMENDATION

Taxonomy Level	Course Code	Author	Title of Material	Publisher	CY	ISBN/ISSN	No. of copies

Selected by: _____ **Date:** _____
Library Committee Representative

Recommended by: _____ **Date:** _____
Dept. Head/Dean

Noted by: _____ **Date:** _____
Library Committee Chair

Approved by: _____ **Date:** _____
Asst. Chief Librarian/Chief Librarian

For Library Technical Services Section Only

Date Received (Fully Approved): _____

Received by: _____

No.	Author	Title of Material	ISBN/ISSN	Availability in ILS		Action taken		
				No. of Copies	Usage Stat	PR	Do Not PR	Inform Requestor
						☐		☐
						☐		☐
						☐		☐
						☐		☐
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TOTAL # OF TITLES RECOMMENDED								

Processed by:	Date:
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ATN:			
PR#: DATE:			
TOTAL # OF TITLES PR'D:			
PO#: DATE:			
SI#: DATE:			
VENDOR:			
COMPLETE: YES	☐	NO	☐