



# Learning Resources Center Book Request Form

- This form should be used to recommended book(s) that you wish the library to purchase
- Kindly provide as much information as possible e.g., author/editor, publisher, year, edition etc.
- Use another form if you have more title(s) to request

Sr.	Title	Author/Editor	Publisher	Edition	Year	Qty.
1.						
2.						
3.						
4.						
5.						

### Requested By:

Name: \_\_\_\_\_

Designation: \_\_\_\_\_ Membership No: \_\_\_\_\_

Schools & Institutes:

- |                              |                                |                               |
|------------------------------|--------------------------------|-------------------------------|
| <input type="checkbox"/> SBE | <input type="checkbox"/> SST   | <input type="checkbox"/> SSSH |
| <input type="checkbox"/> SLP | <input type="checkbox"/> SPA   | <input type="checkbox"/> ITIS |
| <input type="checkbox"/> IAA | <input type="checkbox"/> IIB   | <input type="checkbox"/> CEL  |
| <input type="checkbox"/> LRC | <input type="checkbox"/> Other |                               |

E-mail: \_\_\_\_\_ Phone no: \_\_\_\_\_

Cell no: \_\_\_\_\_ Ext: \_\_\_\_\_ Date: \_\_\_\_\_

### Recommended By:

- |   |                                   |
|---|-----------------------------------|
| <input type="checkbox"/> Dean           | <input type="checkbox"/> HKU      |
| <input type="checkbox"/> Associate Dean | <input type="checkbox"/> Director |
| <input type="checkbox"/> Other _____    |                                   |

Name: \_\_\_\_\_

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

\_\_\_\_\_  
Signature

For office use only

\_\_\_\_\_  
Signature

### Availability of Book(s):

@ UMT	Locally	Internationally	Details
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____

Ordered to: \_\_\_\_\_ Dated: \_\_\_\_\_

### Order Placed by:

Name: \_\_\_\_\_

Library Officer  
Learning Resources Development

\_\_\_\_\_  
Signature

### Approved by:

Name: \_\_\_\_\_

Chief Library Officer  
Learning Resources Center  
University of Management and Technology

\_\_\_\_\_  
Signature