	LIBRARY MATERIALS **RECOMMENDATION FORM**	Document No.: FM-LB-14-05 Effective Date: January 21, 2016

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

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: Dean	Noted by: Date: Library Committee Chair	Approved by: Date: Chief Librarian/Chief Knowledge Officer

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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VENDOR:		
COMPLETE:	YES ☐	NO ☐