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| | **LIBRARY MATERIALS**<br>**RECOMMENDATION FORM** | Document No.: FM-LB-14-05<br>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 ☐ 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 |
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| Selected by: Date:<br>Library Committee Representative | Recommended by: Date:<br>Dean | Noted by: Date:<br>Library Committee Chair | Approved by: Date:<br>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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| ATN: | | |
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| TOTAL # OF TITLES PR'D: | | |
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| SI#: | DATE: | |
| VENDOR: | | |
| COMPLETE: | YES ☐ | NO ☐ |