



**REQUEST FOR THE PURCHASE OF LIBRARY MATERIALS & RESOURCES FORM (REV 5/11)**

Formal requests regarding selection decisions are made with this form. A committee composed of the Library Director and a Head Librarian or other library staff member will respond to written requests from residents of Cheltenham Township within 30 days of receipt. Non-residents may submit forms to express their opinions in an informal manner.

1. MATERIAL OR RESOURCE

Title \_\_\_\_\_

Author or source \_\_\_\_\_

Format (select one)    Book    Magazine    Music    Video    Audio    Website  
Other (please specify) \_\_\_\_\_

2. REQUEST INITIATED BY

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

3. DO YOU REPRESENT

Yourself \_\_\_\_\_

Group or Organization (please name) \_\_\_\_\_

4. IS THE ITEM CURRENTLY OWNED BY MCLINC? \_\_\_\_\_

5. WHERE DID YOU HEAR ABOUT THIS TITLE? \_\_\_\_\_

\_\_\_\_\_  
***Please note: due to budget and space restrictions, not all requested materials will be purchased.***