



VTC Libraries

Please type / write legibly

(Please complete all information and submit this forms with trade catalogues or flyers to speed up the ordering)

Library Material Recommendation Form

Type of material:

<input type="checkbox"/> Book Listed in the current course syllabus_ as a textbook <input type="checkbox"/> yes <input type="checkbox"/> No	<input type="checkbox"/> Periodical	<input type="checkbox"/> Audio-Visual Material To purchase in complete set <input type="checkbox"/> Yes <input type="checkbox"/> No
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To check information on:

- VTC Library collection: <https://vtc.summon.serialssolutions.com/>
- Bowker's Global Books in Print: <http://eproxy.vtclib9.vtc.edu.hk:2048/login?url=http://www.booksinprint.com>

Author (Surname first) _____

Title _____

Publisher/Producer _____ Publication Year _____ Edition _____

Price (with currency) _____ ISBN/ISSN _____

No. of Copies Required for your Library _____ Recommendation valid until _____

No. of copies available in your Library (if known) _____ HOLD the recommended item: Yes No

(Online catalogue <https://vtc.summon.serialssolutions.com/>) HOLD the first available copy: Yes No

If your item cannot be supplied within 12 months, would you like to cancel it? Yes No

If not, how long would you like to keep your recommendation for? 2 years More than 2 years

Other Information _____

Recommended by _____ Campus & Dept. _____

(Full Name & Post)

Date _____ Contact phone no. _____ Signature _____

Reply from HoD / HoD designated person _____ (Signature)

Request Supported No. of copies to be ordered Request Not Supported

FOR LIBRARY USE

No. of copies available in

CW HW DILWL ST KC KT TY MH TM YC () THEi

Recommendation Received on _____ Order Date _____

Notes:

The information collected from you in this form will be used for the purpose of new book recommendation and will be kept for a period of 3 years from the date on which your recommended item is received.