



# FIJI NATIONAL UNIVERSITY

## LIBRARY RESOURCE REQUEST FORM

### **Part A: Bibliographical information** (To be filled in block letter by the resource requester)

Author(s): \_\_\_\_\_

Title: \_\_\_\_\_

Sub Title (If Applicable): \_\_\_\_\_

Edition: \_\_\_\_\_ Publisher & Place: \_\_\_\_\_

Year: \_\_\_\_\_ ISBN: \_\_\_\_\_ Format: Paper back/Hard bound/E-Book

Price (if knows): \_\_\_\_\_ USD/GBP No. of Copies Requested: \_\_\_\_\_

*(Please, suggest an alternative title if the price of the above mentioned title is very high)*

Author(s): \_\_\_\_\_

Title: \_\_\_\_\_

Edition: \_\_\_\_\_ Publisher & Place: \_\_\_\_\_

Year: \_\_\_\_\_ ISBN: \_\_\_\_\_ Price: \_\_\_\_\_ USD/GBP

### **Part B: Requester information**

Name of Staff: \_\_\_\_\_ Signature & Date: \_\_\_\_\_

Program Unit Code: \_\_\_\_\_ Program/Course: \_\_\_\_\_

College/Centre: \_\_\_\_\_ School/Department: \_\_\_\_\_

Campus: \_\_\_\_\_ Official E-mail: \_\_\_\_\_

### **Part C: To be authorized by Dean/Director**

Approval is granted for procuring the above item/s from the College/Center/Division budget.

Signature of the Dean/Director & Date: \_\_\_\_\_

College/Centre: CAFF/CBHTS/CHE/CEST/CMNHS/NTPC/ Support Services

College Code: \_\_\_\_\_ Department Code: \_\_\_\_\_

Comments: \_\_\_\_\_

### **Part D: To be filled by the Technical Staff**

Approved/Not approved due to \_\_\_\_\_

Campus Librarian's initial \_\_\_\_\_

Date received: \_\_\_\_\_ Date processed: \_\_\_\_\_

Name of Vendor: \_\_\_\_\_ Amount in Fiji Dollars: \_\_\_\_\_

No. of copies ordered: \_\_\_\_\_ Comments: \_\_\_\_\_

Item received date: \_\_\_\_\_ No. of copies received: \_\_\_\_\_

Date informed the requester: \_\_\_\_\_ Technical Section staff initial: \_\_\_\_\_