

Request for Library Purchase of Books For School/Department Using Non-Library Fund

Date:	School/Department:
To: Head Acquisitions Division Library	
The following title(s) is/are required for <input type="checkbox"/> research project <input type="checkbox"/> instruction <input type="checkbox"/> others _____	
1.	Author/Editor: _____
	Title: _____
	Publisher: _____
	Year of Pub: _____ ISBN: _____
2.	Author/Editor: _____
	Title: _____
	Publisher: _____
	Year of Pub: _____ ISBN: _____
3.	Author/Editor: _____
	Title: _____
	Publisher: _____
	Year of Pub: _____ ISBN: _____
Requested by: _____ <i>Title(s) will be charged on long-term loan to requestor.</i>	
Charge to Account: Cost Centre _____ GL Code _____	
Approved by:	_____ Name: Designation:

Please refer to the Guidelines for the Management of Library Materials, Acquired with Grants other than NTU Library Grants (overleaf).

A printed and signed copy of this form is to be submitted to Acquisitions Division Library.

NANYANG TECHNOLOGICAL UNIVERSITY LIBRARY

**GUIDELINES FOR THE MANAGEMENT OF LIBRARY MATERIALS,
ACQUIRED WITH GRANTS OTHER THAN NTU LIBRARY GRANTS**

- 1 Books and other library materials, acquired not by using NTU Library grants, but intended for management through the NTU Library automated system will be taken to be part of the NTU Library collection and the loan of them will be managed according to the existing library loan rules of the NTU Library.

- 2 The acquisition work will be carried out by the NTU Library Acquisitions Division. Staff and students are advised to make known to the Acquisitions Division their sources of funding. If the funds are held by the Office of Finance, the account number of such funds should be made known when making requests for acquisition. All requests should accompany approval advice from the appropriate approving authority, e.g. Deans of Schools.

- 3 On receipt of the acquired material from booksellers, the NTU Library Bibliographic Services Division will undertake to organize, catalogue and process it for use.

- 4 After cataloguing, the materials will be ready for long-term loan to any School/Division/Institute/Centre, under the name of a teaching staff, who will be responsible for the safe-keeping of the material, and for returning the material at the end of the loan period.

Revised on 11th July 2006