

Books / AV Materials Recommendation Form

Online Recommendation: http://www.library.ln.edu.hk/services/library-forms/book_av_rec

Author/Director: _____

Title: _____

Publisher/Producer: _____

Edition: _____ **Year of publication:** _____

ISBN: _____

Course reserve: No Yes

Course code: _____

No. of students: _____

Comments: _____

Recommended by: _____

Department: _____

Email: _____ **Ext.:** _____

Endorsed by: _____ (Programme Director) **Date:** _____

Notes:

- Please check the Library's 1-Search Discovery Platform before making recommendations as the publications may have already been held in the Library.
- All recommendations will be sent to the relevant programme director for endorsement before ordering. If you would like the Library to rush an order, please have your recommendations endorsed by your Department Head / Programme Director, then send them to the Library.
- The Library will NOT accept that staff purchase the recommended item and get reimbursement from the Library.
- Recommendations that are not relevant to the University's teaching/research programmes may not be processed.
- The average time for the Library to get local publications is about 2-4 weeks, to get books/AV items from overseas is 6-8 weeks. Much longer time is needed to purchase out of print items. Sometimes we search in vain for these items.
- Please see also the Acquisitions Policies at: <http://www.library.ln.edu.hk/about/rules-regulations-policies/acquisition-policies>.
- For the Lingnan University Library Privacy Policy Statements, please visit: <http://www.library.ln.edu.hk/about/rules-regulations-policies/privacy-policy-statements>.
- For enquiries, please call 2616-8544 or email at libcoll@ln.edu.hk.

Please **SUBMIT** the completed form by email to libcoll@ln.edu.hk or by fax: 2838-6231

For Library Use Only

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Handled by: _____ Date: _____