

# Suggestion for Purchase

[\[Scroll down for the Suggestion for Purchase form.\]](#)

We welcome your suggestions for titles to be added to the Library. Actual purchases will be based on our Collection Development Policy, availability, and available funding.

The library receives many suggestions for purchase. We do our best to fill requests when suggested titles meet our guidelines and are available for purchase. If we purchase the suggested item, we will place a hold for you. However, submitting a request does not guarantee that you will be first on the holds list.

Publishers often announce new titles by popular authors well in advance of the publication date. Because of budgetary constraints, requests submitted more than 60 days before the announced publication date are not considered for purchase.

Between November 1 and December 31, orders may be delayed due to end of year budget deadlines.

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Please fill in as much information as you can in the spaces below. Spaces marked with an\* (asterisk) are required. Not requesting a specific title? Type "see below" in the Title box and fill out the "Other Information" box at the bottom of the form. If you need help with the form, ask at any information desk or call 349-3228.

**Your First Name: \*** \_\_\_\_\_

**Your Last Name: \*** \_\_\_\_\_

**Your Library Card #: \*** \_\_\_\_\_

2147700

**If you would like an email copy of your suggestion, please include your email address:**

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

**Author:** \_\_\_\_\_

**Subject/Genre:** \_\_\_\_\_

**ISBN:** \_\_\_\_\_

**Edition:** \_\_\_\_\_

**Format: \***

- ?  
Book - Adult/Teen
- ?  
Book - Children's
- ?  
Graphic Novels
- ?  
Non-English
- ?  
DVD
- ?  
Book on CD
- ?  
Music CD
- ?  
Children's CD-ROM
- ?  
Large Print
- ?  
eBook
- ?  
Magazine (magazines selected once a year in July)
- ?  
Other

**Where did you hear about this title?**

**Choose a location to pick up your hold or choose 'no hold requested' if you do not want a hold placed on the item for you: \***

**Other Information:**

Submit

Updated April 17, 2012

