



Appendix C

University Park Public Library

Customer Request to Purchase Materials

Customer Request to Purchase Material are welcome for items not in the library catalog and that fit selection criteria. The Customer Request to Purchase Material program is for University Park Public Library resident cardholders only.

Please include your library card number in your request below.

We are unable to make individual replies. If we are able to order an item, it will show up on the “Requests” on your account. Please limit Customer Requests to 4 per month.

Please consider purchasing the following item:

Name of Requestor:

Library Card #:

Title:

ISBN:

Author:

Format (circle one): Book Audiobook Electronic Book DVD

What can be requested through this program?

Books, audiobooks, electronic books, and DVDs will be considered. Please specify the format when placing a request. Requests for items not yet published cannot be ordered more than 30 days prior to the publication date.

What cannot be requested through this program?

We cannot order textbooks, workbooks, activity books, magazine subscriptions, or items with a list price of \$100 or more. Items that are not available through our primary vendor will most likely not be purchased. We may be able to help you locate these items through InterLibrary Loan.