

Library
Information Technology Division
Southwestern Illinois College
618-235-2700; 866-942-SWIC (7942)
BC: ext. 5597
SWGCC: ext. 7353
RBC: ext. 8190

Faculty Request for Library Material

Please use this form to request books, periodical publications, or research databases for inclusion in the SWIC Library collection. For multiple items, please attach a detailed list. You may attach catalog pages, fliers or provide website addresses for each item.

Book

Title: _____
Author: _____
Publisher: _____
Date of Publication/Copyright: _____
ISBN: _____

Other Material

Please list other material (periodical publications, research databases, etc.) Please provide as much information as possible (for example: title, format, cost, and if this material is in support of academic program or course.)

Requesting Instructor Name: _____ Today's Date: _____
Instructor Phone Number/Extension: _____ Course Prefix & _____
Chair/Coordinator/Director Signature: _____ Number: Course Title: _____
(e-signature accepted)

Check the campus(es) for placement of books and other materials.

- Belleville Campus
- Sam Wolf Granite City Campus
- Red Bud Campus

Upon completion of this form, please forward to the campus specific librarian.

Belleville: IS1030 Attn: Jennifer Bone or Samantha Rogers

Sam Wolf Granite City: Rm455 Attn: Teri Terranova

Librarian initials: _____

Chief Information Officer
signature: _____

Date _____

Date _____