**Marquette Libraries Resource Request Template**

***This is a fillable template. Please enter the information using Word and use Save As to name the file with your last name and the date. Elements without a text input box allow unlimited text. Use as much space as you need. When complete, submit via email to*** ***scott.mandernack@marquette.edu******.***

***Selector***:Click here to enter text. ***Date:*** Click here to enter a date.

***Faculty requestor(s***): Click here to enter text.

***Product title/name:***Click here to enter text.

 Alternate title/name:

 Publisher and/or vendor:

 Began publishing:

 ISSN/ISBN/catalog number:

Product URL:

***Contact info*** (vendor/supplier/agent name, company, email, phone; may copy & paste signature blocks):

***Format:***

[ ]  Database (A&I, full text, primary source, etc.)

[ ]  E-book collection

[ ]  E-journal collection

[ ]  Microfilm collection

[ ]  Journal

[ ]  Print only

[ ]  Online only

[ ]  Print & online

[ ]  Other Click here to enter text.

***Cost:***

 One time purchase $Click here to enter text.

 Yearly maintenance fee $Click here to enter text. None [ ]

 Subscription $Click here to enter text. Per year[ ]  Other[ ]  Click here to enter text.

Number of users:Click here to enter text.

 Authentication method : IP[ ]  Password[ ]  Other[ ]  Click here to enter text.

**MARC records available**? Yes [ ]  No[ ]

 Supplier and cost:

**Fund code for purchase** (required): Click here to enter text.

**Description of product**

**Do we own other titles in this series/collection? Provide bib number(s) or paste MarqCat Permanent URL here.**

**Similar titles/resources in collection**

**Journal request:**

ILL activity during past 3 years

 [ ]  N/A, New title

Indexing sources

Other Wisconsin locations’ holdings

**Explanation of need** (Liaison comments, curriculum support, faculty comments, title ranking (in subject and/or within MU collection), and any other information.)

**RM use only:**

 **Date resource ordered:**Click here to enter a date.

 **Ordered by:**Choose an item.

 **Order record creation date:**Click here to enter a date.

 **License needed? Yes**[ ]  **No** [ ]

 **If yes, status:**

 **Other details:**

 **MU contact info provided to vendor (Scott, Rosemary, Marsacq, etc.)**

 **Need individual title order records? Yes** [ ]   **No** [ ]

**Ver. 2-25-15 JC**