

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.: _____
Date: _____

Note:

- Please check the Library's OPAC before making recommendations as the publications may already be held in 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 at libcoll@ln.edu.hk or by fax: 2838-6231

For Library Use Only

New On order In processing In stock, Call no.: _____

Handled by: _____ **Date:** _____