

**Books / AV Materials Recommendation Form**Online Recommendation: [http://www.library.ln.edu.hk/services/library-forms/book\\_av\\_rec](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.** \_\_\_\_\_

**Endorsed by** \_\_\_\_\_ (Programme Director) **Date** \_\_\_\_\_

**Notes**

1. Please check the Library's OPAC before making recommendations as the publications may already be held in the Library.
2. All recommendations will be sent to the relevant programme director for endorsement before ordering. If you would like the Library to rush order, please get your recommendations endorsed by your Programme Director and send them to the Library.
3. The Library will NOT accept that staff purchase the recommended item and get reimbursement from the Library.
4. Recommendations that are not relevant to the University's teaching/research programmes may not be processed.
5. 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.
6. Please see also the Acquisitions Policies at: <http://www.library.ln.edu.hk/about/rules-regulations-policies/acquisition-policies>.
7. For the Lingnan University Library Privacy Policy Statements, please visit: <http://www.library.ln.edu.hk/about/rules-regulations-policies/privacy-policy-statements>.
8. For enquiries, please call 2616-8544 or email at [libcoll@ln.edu.hk](mailto:libcoll@ln.edu.hk).

Please **SUBMIT** the completed form by email at [libcoll@ln.edu.hk](mailto: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 \_\_\_\_\_