# Books / AV Materials Recommendation Form


**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:**

- Please check the Library’s 1-Search Discovery Platform before making recommendations as the publications may have already been held in the Library.
- All recommendations will be sent to the relevant programme director for endorsement before ordering. If you would like the Library to rush an order, please have your recommendations endorsed by your Department Head / Programme Director, then send them to 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](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](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 to 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:**

Last modified: August 2017