

LIBRARY SYSTEMS FACULTY REQUEST FORM

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REQUESTOR: *Complete Requestor Section and submit it to the Library Systems Department.*

Description of software and or computing needs: _____

Purpose: _____

Department: _____

Course Name and number: _____

Maximum Class Size: _____ # Sessions _____ Date needed: _____

License Agreement must accompany software:

Attached _____

Other _____

SIGNATURE _____ Date _____

Phone # _____ List in online catalog (circle) Yes No

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LIBRARY SYSTEMS: Complete Library Systems Section Date Received _____

Resources required (personnel, equipment, \$, time, etc.): _____

Assigned to _____ Date _____

Completed / Date _____
Not Completed / Date _____ because _____
