

Appendix C: Order Cards

A. Please use the following scheme to complete the order cards.

CLASS NO.	AUTHOR (SURNAME FIRST) 1		
ACCESSION NO.	TITLE 2		
NO. OF COPIES	ISBN 3	DATE REQUESTED 4	
DATE ORDERED	PUBLISHER AND PLACE 5	YEAR 6	LIST PRICE 7
DEALER	EDITION OR SERIES 8	VOLUMES 9	NO. OF COPIES 10
DATE REC'D	REQUESTED BY 11	DEPT. RECOMMENDED 12	
COST	REVIEWED IN	NOTIFY 14	
L.C. NO.	APPROVED BY 13	FUND CHARGED	
GAYLORD 101		Printed in U.S.A.	

1. Author's name (Last name, First name and include coauthors)
2. Title (With subtitle, continue on the backside of the card if you need more space.)
3. ISBN (or other ordering number)
4. Date Requested (mm/dd/yy)
5. Publisher's Name
6. Publication Date (Year)
7. Price (If there is an option, remember to always use the price of the hardback. Use the **list price** instead of the discounted price.)
8. Edition if other than 1st
9. Number of volumes if a multi-volume set
10. The library maintains a policy of ordering only **one copy** of a title. Any exceptions must be approved by the Director of Library Services.
11. Requestor's name or departmental liaison's name
12. Ordering department's name or abbreviation
13. Signature of the department's chair
14. Initials of the library liaison