**Marquette Libraries Resource Request Template**

***This is a fillable template. Please enter the information using Word and use Save As to name the file with your last name and the date. Elements without a text input box allow unlimited text. Use as much space as you need. When complete, submit via email to*** [***scott.mandernack@marquette.edu***](mailto:scott.mandernack@marquette.edu)***.***

***Selector***:Click here to enter text. ***Date:*** Click here to enter a date.

***Faculty requestor(s***): Click here to enter text.

***Product title/name:***Click here to enter text.

Alternate title/name:

Publisher and/or vendor:

Began publishing:

ISSN/ISBN/catalog number:

Product URL:

***Contact info*** (vendor/supplier/agent name, company, email, phone; may copy & paste signature blocks):

***Format:***

Database (A&I, full text, primary source, etc.)

E-book collection

E-journal collection

Microfilm collection

Journal

Print only

Online only

Print & online

Other Click here to enter text.

***Cost:***

One time purchase $Click here to enter text.

Yearly maintenance fee $Click here to enter text. None

Subscription $Click here to enter text. Per year Other Click here to enter text.

Number of users:Click here to enter text.

Authentication method : IP Password Other Click here to enter text.

**MARC records available**? Yes  No

Supplier and cost:

**Fund code for purchase** (required): Click here to enter text.

**Description of product**

**Do we own other titles in this series/collection? Provide bib number(s) or paste MarqCat Permanent URL here.**

**Similar titles/resources in collection**

**Journal request:**

ILL activity during past 3 years

N/A, New title

Indexing sources

Other Wisconsin locations’ holdings

**Explanation of need** (Liaison comments, curriculum support, faculty comments, title ranking (in subject and/or within MU collection), and any other information.)

**RM use only:**

**Date resource ordered:**Click here to enter a date.

**Ordered by:**Choose an item.

**Order record creation date:**Click here to enter a date.

**License needed? Yes** **No**

**If yes, status:**

**Other details:**

**MU contact info provided to vendor (Scott, Rosemary, Marsacq, etc.)**

**Need individual title order records? Yes**   **No**

**Ver. 2-25-15 JC**