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Ordering Resources for the Library

What we need from you

Please fill in the Library Requisition form, providing as full details as possible, including:

- ISBN - 10 or 13 digit (Some material will not have an ISBN. In this case, please leave blank)
- Title, transcribed as accurately as possible
- Author, editor or organisation responsible for creating the item
- Publication details - publisher name and date of publication
- The number of copies you would like us to buy
- The module code for the course the material is for
- Whether or not this order is for extra copies of a title we already have (You can check whether we already have a title by searching the library catalogue).

What we will do

- Check the bibliographic accuracy of the list
- Check the list against existing library holdings eg: if in library, number of copies etc.
- Proceed with the orders if there are no amendments

How to check what stage your order has got to

- Search for the item on the library catalogue
- If your order seems to be taking a long time to arrive (ie, longer than two months, please contact your Academic Support Librarian for further details

Everything out on loan?

Place a hold to make sure you get a copy.

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