

# University of Houston Downtown

## Serials Request Form for Periodicals, Standing Orders, and Electronic Resources

Faculty and administrative staff should use this form to make formal departmental requests for new library subscriptions. Please send the completed form to the Serials Librarian in 517-North.

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Title \_\_\_\_\_

Date of Request \_\_\_\_\_ ISSN \_\_\_\_\_

Publisher \_\_\_\_\_

Course(s) applicable to: \_\_\_\_\_

New course or degree: \_\_\_\_\_

Research: \_\_\_\_\_

Familiarity with title:

Used title before (give brief review)

Read review (cite source)

See attached promotional literature or sample copy

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Please obtain the following faculty signatures. Each person should rate the serial as follows:

Ratings:      1 = Essential  
                  2 = Useful

                  3 = Hold for future consideration  
                  4 = Not approved

RECOMMENDED BY \_\_\_\_\_ 1 2 3 4

Library Committee Rep. \_\_\_\_\_ 1 2 3 4

Department Head \_\_\_\_\_ 1 2 3 4

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### LIBRARY USE ONLY

Subject Librarian \_\_\_\_\_ 1 2 3 4

Indexed in: \_\_\_\_\_

Availability:

Format	Price	Vendor
<input type="checkbox"/> Print	_____	_____
<input type="checkbox"/> Print + Online	_____	_____
<input type="checkbox"/> Online	_____	_____