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Submission Form: Prescribed Textbooks

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Instructions

1. Indicate the number of copies to be purchased as teaching resource for the Department/Lecturer (funded from the departmental book budget).
2. The Library will purchase preferably e-book format, alternatively 3 printed copies of each prescribed textbook for the SHORT LOAN COLLECTION in the Main Library (funded by Main Library).
3. Please email this form to both Collections Management and Book Den.

Course Code	ISBN Number	Title	Edition	Author	Number of Lecturer Copies	Department Budget Vote	1st/2nd Semester	Number of Students

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Library and Information Services

Submission Form: Recommended Reading Books

Faculty:	**Lecturer:**
Department:	**Tel:**
Year:	**Email:**

Instructions

1. Only one copy of a recommended reading book will be purchased for the Main Library.
2. Please email this form to both Collections Management and Book Den.

Course Code	ISBN Number	Title	Edition	Author	Department Budget Vote	1st/2nd Semester