



Vassar College Libraries

Poughkeepsie, New York

Serial Subscription Request Form

Please attach sample issue, brochure, or prospectus and mail to Christine Fitchett, Acquisitions Department, Box 20 (chfitchett@vassar.edu ; 437-7346). All requests should be reviewed by the requestor's department chair and librarian liaison before submission. All new serials subscriptions are subject to the approval of the Serials Management Committee.

To be completed by Requestor:

Date: _____

Serial Title: _____

Preferred Format: PRINT ____ ELECTRONIC ____ MICROFORM ____

Backfiles are requested for the following years: _____

Price: _____

Frequency: _____

Publisher: _____

ISSN: _____

This title is relevant to the following courses and teaching, student and/or faculty research, or other programmatic needs:

List other departments for which you believe this title may have value:

Will this title replace or overlap with any existing subscription title? (Identify):

Please write a short statement in support of the educational value of this title, using the guidelines listed in the Serials Management Policy and the more specific list of questions concerning scope, quality, and demand that appear in the Serials Management Committee [Serial Evaluation Guide](#).

Requestor: _____

Department: _____

Email: _____

Signature of Department or Program Chair:

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Date Received: _____

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Indexed in:

Backfiles available:

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Initial: _____

Serials Management Committee:

Decision Date: _____

_____ Request Accepted with subscription to begin with (vol, date): _____

_____ Subscription Denied. Alternative access to be provided via

and to be reviewed by (date:) _____.

_____ Additional Information Requested (specify):

Comments: