

Request a Title

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Faculty

Faculty may request new books by emailing the Library's Technical Services Librarian, Ginny Evans-Perry, at gperry@sbccd.cc.ca.us or calling her at ext. 8699. You may also send a request using campus mail delivery. Ginny will happily check your request against the Library's holdings and order the title if budget permits.

Before you request the book...

From any computer on campus you can go to *Books-In-Print* at <http://www.booksinprint.com> to find out what books are currently available. You will need to provide as much of the following information as you can to our librarian:

- Your name
- Telephone number
- The reason for this book request. For example, to support a class (please tell us what class it is) or personal interest
- Title of book
- Author of book
- Publisher of book
- ISBN number

Do you see a topic or subject area in the Library that you feel needs developing? Please email Ginny your suggestions for titles that you would like to see added to the campus library.

Student Requests

Students also may request titles. You will need the following information to give to the Librarian on-duty at the Reference Desk (located on the main floor of the Library, 3rd desk on the right) when you make your request:

- Your name
- Telephone number
- The reason for this book request. For example, for a class (please tell us what class it is) or personal interest
- Title of book
- Author of book
- Publisher of book
- ISBN number

Our Technical Services Librarian will happily check your request against the Library's holdings and order the title if budget permits.

NOTE: *Due to ordering a title through a library vendor, receiving delivery, and processing the book, it may*

not be available for checkout up to 3-months after receiving the request.

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San Bernardino Valley College

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San Bernardino, CA 92410

909-384-4400

A college of the [San Bernardino Community College District](#)

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