

**Glendora Public Library
Request For Purchase**

____/____/____
Date

Staff Initials

Author _____

Title _____

Subject / Topic _____

Pub. Date _____ Format _____
(book, DVD, audio book, music CD, etc.)

Where did you hear about this? _____

Patron Name _____

Patron BC # 23008 _____ Phone: (____) _____

Patron e-mail _____

_____ I would like to receive e-mail about library programs.

(For staff use only)

____/____/____
Date

Staff Initials

To: _____

Sorry, your request could not be filled due to the following:

- out of print / unavailable
- budgetary restrictions
- does not meet purchasing guidelines (Collection Development Policy)
- _____

Please contact staff if you would like us to search other libraries or if you would like to see a copy of our Collection Development Policy.

Glendora Public Library
Phone: (626) 852-4891
Email: library@glendoralibrary.org
Website: www.glendoralibrary.org

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