



HAWAII PACIFIC UNIVERSITY LIBRARIES COLLECTION REPORT REQUEST

INSTRUCTIONS

A faculty member may only request a collection report through the appropriate subject librarian for the following reasons:

- A program review of a division,
- The consideration of a new degree, or
- The accreditation of special programs (Nursing, Social Work, and MIVER).

The faculty member will allow at least two weeks for the completion of a report. The faculty or reference librarians will fill out the “Collection Report Request” form completely. The purpose of the report must contain the name of the association which is conducting the program review or special program accreditation.

The standard report contains the titles, authors, call numbers, and publication years of the library books in the specified call number ranges. The list will not be in call number order. The University Libraries are not responsible for printing out the report. The requesting faculty member will receive the report as an e-mail attachment and will be responsible for the final format of the report (spacing, font, headers, etc.).

Example:

Title	Author	Call Number	Pub. Year
A.L.A. glossary of library	Thompson, Elizabeth	Z1006 A5 1943	1943
The book collector's		Z1029 B7 1972	1972
Guide to reference books	Balay, Robert	Z1035.1 G89 1996	1996

Faculty requesting report: (print legibly)

Name: _____

Division: _____

Phone #: _____ **E-mail:** _____

Purpose of collection report: (including review date)

Call Number Ranges: _____

Specify Collection (General, Reference, etc.): _____

Received by: _____ **Date:** _____

Approved by: _____

Date: _____