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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Author</th>
<th>Call Number</th>
<th>Pub. Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.L.A. glossary of library</td>
<td>Thompson, Elizabeth</td>
<td>Z1006 A5 1943</td>
<td>1943</td>
</tr>
<tr>
<td>The book collector's</td>
<td></td>
<td>Z1029 B7 1972</td>
<td>1972</td>
</tr>
</tbody>
</table>

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: ____________________________