



Attachment 4

Periodical Request Instruction Form

Date of Application:

Proposal Division	Proposer's Name	Co-Proposer	
		Division	Name (Signature)
Periodical Title: Please provide publication information such as ISSN or publisher.		Please choose one. <input type="checkbox"/> New Subscriber (High Unit Price) <input type="checkbox"/> Renewal (High unit price with a low usage rate)	
Description of Demand: (Please describe the need in detail, for example: to cooperate with a certain course or a certain research project)			
User group and intended goal: (possibly applicable reader groups such as university students, graduate students, or teachers)			
Library Description: (Annual subscription fee, SCI, full-text database, and others are available)			
Dean of the Office of Library and Information Services:		Library Director:	
President	Dean	Chair	
Approval			

(The double line space is filled in by the library.)

(One periodical is required to submit only one form, please make a photocopy if necessary.)

Form No. A071010423