### **Template 1: Material request form**

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| **MATERIAL REQUEST FORM**  |
| **No** | **Titles** | **Author** | **Publisher** | **Edition,Copyright year** | **ISBN/ISSN/ASIN** | **Format *(****Print/Electronic**Book, journal, database CDs, DVDs or other- Pls specify****)*** | **No. of copy needed** | **Courses the title is for** | **Number of students who will take the course** | **Academic Year the material is for**  | **Semester (1st or 2nd)** | **Link (for reference if applicable)** | **Required or reference materials** | **Estimated number of hours per week a student in the course would need to read this material** | **Comments about the necessity** | **Request person** |
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