

# Suggestion for New Journal Subscription

Musselman Library ~ Gettysburg College

Faculty member, please complete this section:

Journal Title : \_\_\_\_\_

ISSN: \_\_\_\_\_ Format (circle one): Paper / Electronic Cost (if known): \_\_\_\_\_

Frequency: \_\_\_\_\_ Backfiles requested? Yes / No

If backfiles are needed, for which years? \_\_\_\_\_  
(The department may be asked to pay for backfiles from their library allocation)

How did you hear about this journal? Please provide as much information as possible, including a website for more information:

Justification (2 or 3 sentences about why the journal is needed and how it will be used with classes or assignments):

Faculty member(s) requesting this journal:

Signature of Department Chair or Program Coordinator:

Date: \_\_\_\_\_

Subscriptions will begin with calendar year or next volume unless otherwise requested

Notes to requestor(s):

- Journal requests may be submitted at anytime. However, due to funding and publication schedules, requests may not be acted upon in the same academic year as submitted.
- When possible, please obtain a sample issue of the journal and include it along with this request form.
- The request should be made using this form and must have the approval and signature of the Department Chair or Program Coordinator.
- When complete, please submit this request to the Librarian Liaison for your department. For a list of librarian liaisons, please see <http://www.gettysburg.edu/library/info/liaisons.html>.