



LESLIE HARDINGE LIBRARY  
RESOURCE MATERIAL  
*Order Form*

**GUIDELINES**

- Resource (book, journal) acquisition through the library serves current AIIAS faculty & staff and enrolled students.
- Each patron can order a maximum of 10 volumes per quarter.
- Books/journals to be ordered are coursework or degree related to the ordering student or for the worker's professional, relational, or spiritual growth.
- Ordering and receiving procedures are to be followed:
  1. Fill out the order form.
  2. Secure approval from the accounting office for charges in the personal account or get the receipt from the receiving cashier on a cash basis. In case of rate changes, the patron will pay for the balance as soon as the library receives the credit card statement.
  3. The signed order form or receipt must be presented to the acquisition librarian.
  4. To receive the ordered books, the patron should present the shipping cost receipt to the acquisition librarian.

I agree that in case of any untoward incident that may happen to the box of books during shipping (e.g. lost of box, damage, government hold, and the like), the library and AIIAS will not be held responsible in its replacement or refund of the prices of materials I ordered.

**NAME**

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**DATE & SIGNATURE**

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**ORDERS (COMPLETE BIBLIOGRAPHY)**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**SHIPPING METHOD:**

- Balikbayan Box - 6 months or more
- Direct to AIIAS - 18-32 days

**PAYMENT METHOD:**

- Cash - pay to the cashier
- Charge - ask approval and signature from Finance Controller

**FINANCE CONTROLLER**

**LIBRARY ACQUISITION**

**LIBRARY APPROVAL**