



Adventist International Institute of Advanced Studies

Leslie Hardinge Library

RESOURCE MATERIAL ORDER FORM

GUIDELINES

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

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 AIAS will not be held responsible in its replacement or refund of the prices of materials I ordered.

Printed Name Signature Date Signed

Needed Bibliographic Information: Title, Author, Publication Year

- 1.
2.
3.
4.

Shipping Location: Payment: ___ Cash ___ Charge

Finance Office Approval Acquisition Staff Library Approval