

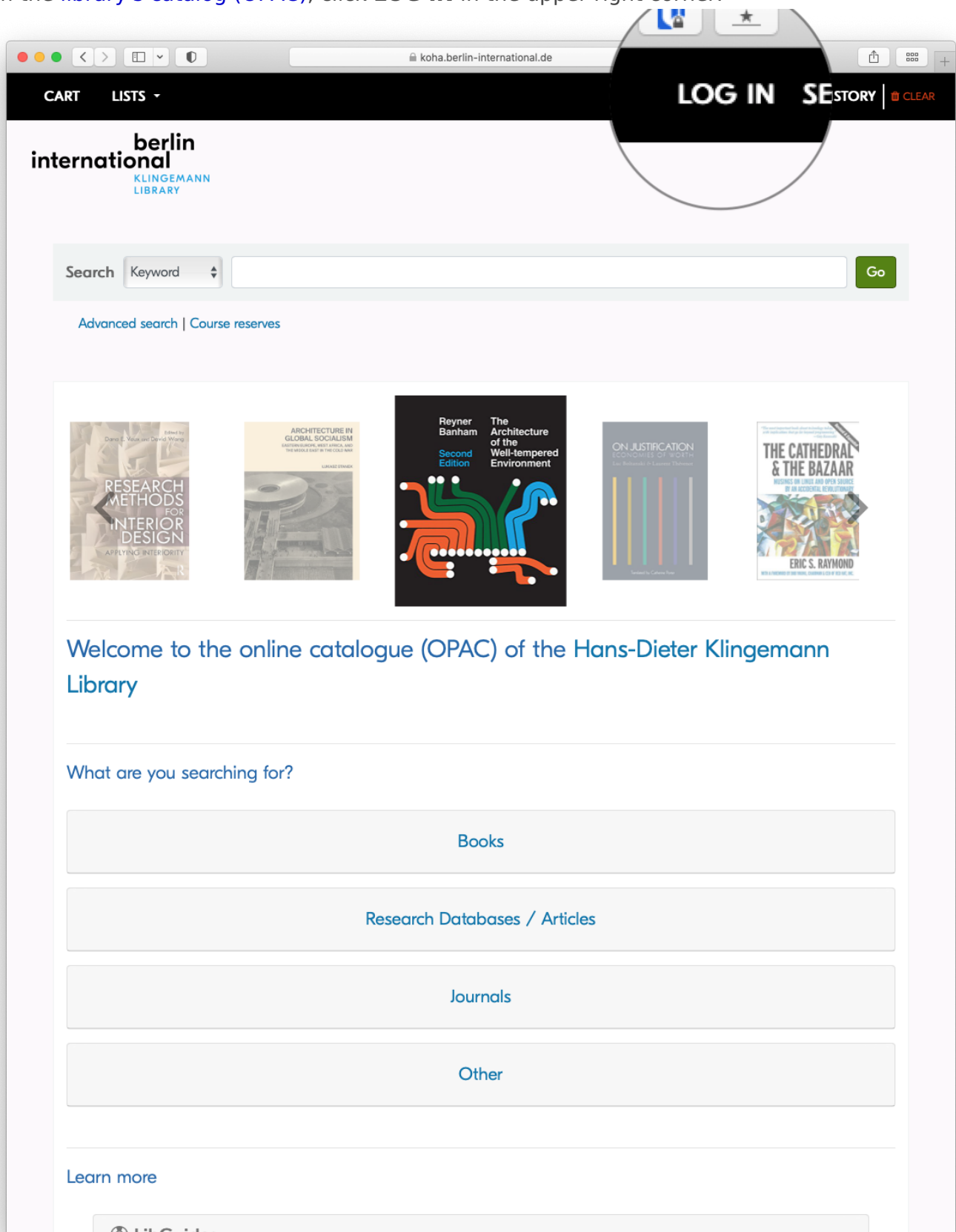


# How to submit a purchase request / suggestion to the library

Students and faculty members may make purchase requests by [clicking here](#) or using the steps below.

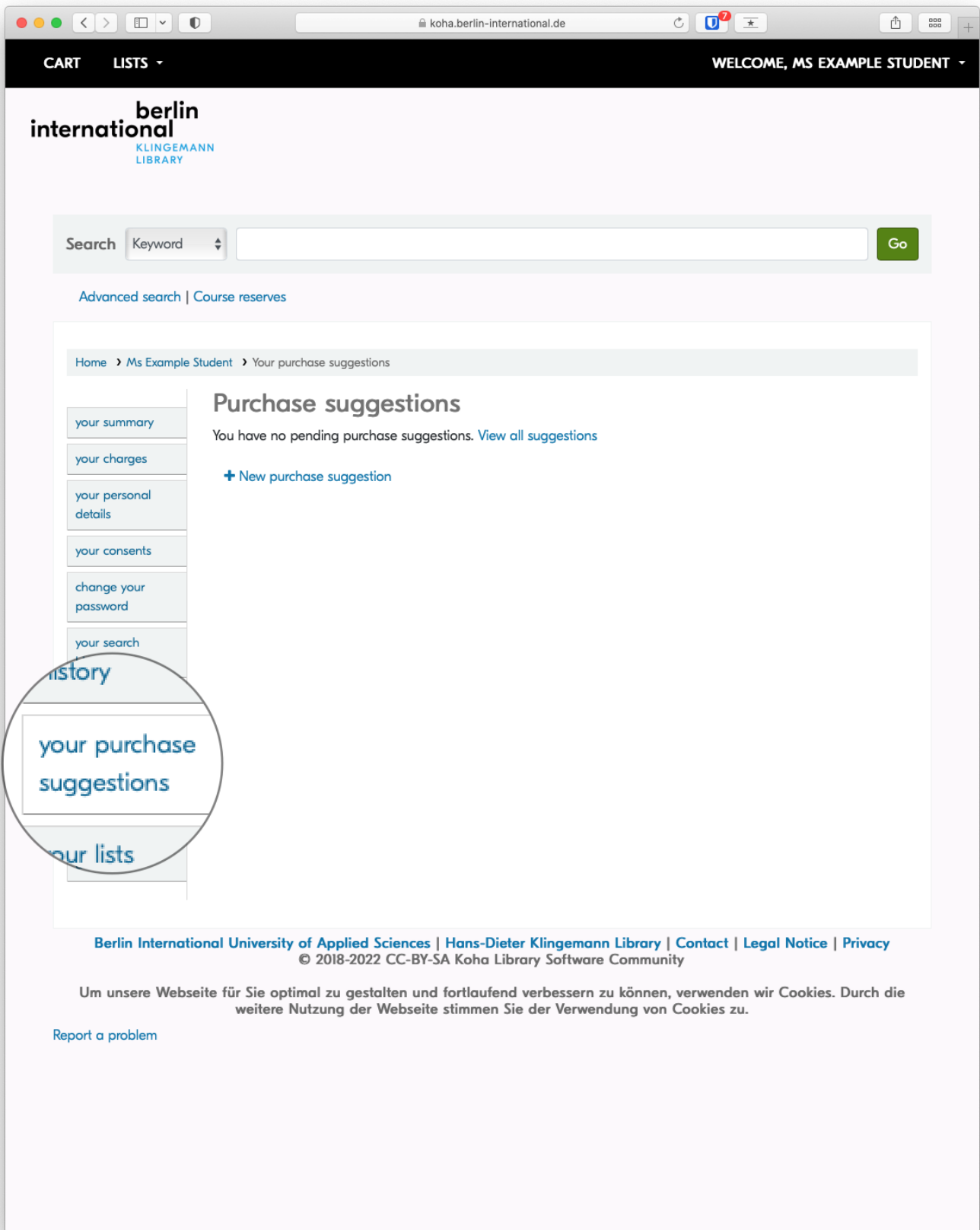
## Log into your library account

From the [library's catalog \(OPAC\)](#), click **LOG IN** in the upper right corner.



Once logged in, move to the next step. If you do not have a library account, [click here to learn how to create one](#).

Select **your purchase suggestions** tab  
on the left



Fill in information about the titles you would like to request

CART    LISTS    WELCOME, MS EXAMPLE STUDENT

**berlin international**  
KLINGEMANN LIBRARY

Search

[Advanced search](#) | [Course reserves](#)

Home > Ms Example Student > Your purchase suggestions

## Your purchase suggestions

### Enter a new purchase suggestion

Please fill out this form to make a purchase suggestion. You will receive an email when the library processes your suggestion.

Only certain fields (marked in red) are required, but the more information you enter the easier it will be for the librarians to find the title you're requesting. The "Notes" field can be used to provide any additional information.

**Title:**  Required

**Author:**  Required

**Copyright date:**  Required

**Standard number (ISBN, ISSN or other):**

**Publisher:**

**Collection title:**

**Publication place:**

**Quantity:**

**Item type:**  Required

**Library:**

**Reason for suggestion:**  Required

**Notes:**

Orders usually take 1-2 weeks minimum, with older titles or ones from smaller publishers usually taking longer. You will be informed as soon as they arrive.