

## **Accomplishing the Recommending Approval Form**

1. Section Head Librarian (SHL) in charge of the Acquisitions Section forwards Recommending Approval Form (RAF) to offices of School Deans/Principals. Subject RAF is also made available via the University Libraries website for easy download.
2. The Dean/Department Head/Graduate Program Coordinator/Principal/Faculty/SHL / Students provides for bibliographic information (i.e. title, author, year and number of copy) of the library material he/she is recommending.
3. Recommending individual provides his full name and designation on the same form.
4. Recommending individual likewise provides reason or justification for recommending such library material/s.
5. The concerned School Dean/Principal shall affix his signature to endorse the recommendation/s.
6. Accomplished RAF will then be forwarded, within the second month of every semester, to the Acquisitions Section for appropriate action.