# Research Request Guidelines

**Purpose:** To aid with research, and help with literature search efficiency.

The Administrative Assistant (AA) and Research Administrative Coordinator (RAC) will facilitate requests of books, articles, journals, or lit searches. The proxy for a PI requesting books via ILL should be requested and reserved under the PI’s name. However, lit searches may be requested under the searcher’s name. The AA is responsible for API/CC searches and the RAC for all other searches. Please fill out the form and turn in to either the AA or RAC or attach a document containing the same information. If you only have one or two specific sources to request, you may send an email directly to the AA or the RAC, but please be sure to include all information below.

### Select type output

- [ ] Lit Search
- [ ] Specific source

**If Specific Source, select type:**

- [ ] Book
- [ ] Journal Article
- [ ] Scholarly Review
- [ ] Dissertation

### Title:

- Author:
- Year Published:
- Publisher:
- Call number:
- ISSN:
- Volume:
- Issue:
- Page Numbers:
- Due Date:

### If Lit Search:

Lit searches can be done for books, journals, and/or articles. If an article or book is not available at the library or in electronic format, it is requested via Inter Library Loan (ILL). ILL usually takes 2 days to a week or more depending on how soon the source (ie, Journal) is available. If you do not know the specific article title, and you just want various articles, please provide the following:

- **Research Topic:** 
- **Output Type:**
  - [ ] Book
  - [ ] Journal Article
  - [ ] Scholarly Review
  - [ ] Dissertation
  - **Number of sources needed:**
  - **Due Date:**

- **Key Words:**