**Library Order Form** MCC  
Version: 25SEP13

**To be filled in by teachers and signed by curriculum, HOS and budget coordinators**

### RESOURCE DETAILS

<table>
<thead>
<tr>
<th>Details</th>
<th>Quantity:</th>
<th>ISBN:</th>
</tr>
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<table>
<thead>
<tr>
<th>Details</th>
<th>Title:</th>
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</table>

<table>
<thead>
<tr>
<th>Details</th>
<th>Author:</th>
</tr>
</thead>
</table>

(For additional detail, please write on back of form)

### JUSTIFICATION

**Reason/ Curriculum Justification:**

**Christian Perspective:**

### AUTHORISATION

**Curriculum Coordinator**  
Comments:  
Signature: ____________________  
☐ Authorised  ☐ Denied

**Head of School**  
Comments:  
Signature: ____________________  
☐ Authorised  ☐ Denied

**Budget Centre**  
Comments:  
Signature: ____________________  
☐ Authorised  ☐ Denied

### LIBRARY USE

| Details | Request received: ____________________ Date: __________  
|---------|------------------------------------------------|-----------|
| Details | Actioner: ____________________ Date: __________  
|---------|-------------------------------------------|-----------|
| Details | Completed: ____________________ Date: __________  
|---------|------------------------------------------|-----------|