

## DIRECT REQUEST PROFILE GUIDELINES

1.	<b>Minimum number of libraries in string:</b>	1
2.	<b>Format:</b>	Books (can be other materials if desired)
3.	<b>Status:</b>	Faculty, Staff, Students
4.	<b>Active user requests:</b>	Minimum 15
5.	<b>Age of material:</b>	Current to 99 years old
6.	<b>If held by your library:</b>	Yes or No depending upon library policy
7.	<b>If potential duplicate request:</b>	Yes
8.	<b>Produce the request:</b>	Yes