

## How to Fill out the Hotlist and Super Forthcoming Catalogues

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1. Add your library name and/or code and your signature to the attached form.
2. Indicate number of copies beside each title that you wish you order. At the bottom of each page that you have requested copies on, please add up and record the total number of copies for that page (not the number of titles).
3. Sending your order back to Peace Library System.

If you are sending your order in via:

- **Courier:** please also highlight the ISBN for the format you are requesting.
  - **Faxing:** please do **NOT** highlight or circle the title you are requesting. Also, only fax in the pages that you have selected a title on.
  - **Electronic:** they are either a form fill .PDF or an Excel spreadsheet. Please save them to your computer, fill them out, and save your completed order. You can then email them back to Rose-Marie at [rfinch@peacelibrarysystem.ab.ca](mailto:rfinch@peacelibrarysystem.ab.ca), but remember to attach your saved and completed order form!
4. Keep a photocopy of your order for your records.