

Quick Search Screen Change Request

Institution: _____ Date: _____

Name of individual completing form: _____

Phone: _____ Email: _____

Instructions: Complete this form to identify changes to subject names, order, descriptions, and databases on the Quick Search screen. Attach additional pages as needed.

Notes:

FORM SUBMISSION INSTRUCTIONS

Step 1: Initial Requestor

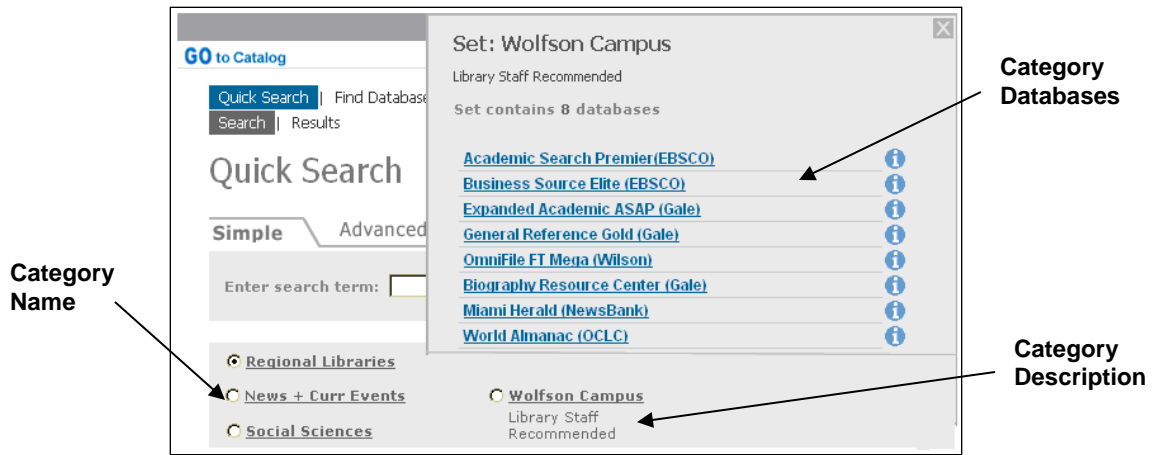
Send the completed form to your Institution Contact for review and approval. The form will be delivered by email as a PDF attachment.

Institution Contact Email: _____

Step 2: Institution Contact

Enter your name below to indicate approval and submit the form to the Help Desk. Note: The form must be sent from the email address on file for the Institution Contact.

Institution Contact Name: _____



Select one of the following options:

- Use the recommended Quick Search Sets. A list is available from the State College Library Staff Resources website at: http://staff.lincc.net/irsc_quick_search.asp.
- Use the Quick Search Set selections indicated below.

Category Name _____	
<input type="checkbox"/> Replace current name with _____	
<input type="checkbox"/> Remove category	
<input type="checkbox"/> New category	
Category Description (optional)	
<input type="checkbox"/> Change to / Add new _____	
<input type="checkbox"/> Remove category description	
Category Databases (up to 8 per category)	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____

Category Name _____	
<input type="checkbox"/> Replace current name with _____	
<input type="checkbox"/> Remove category	
<input type="checkbox"/> New category	
Category Description (optional)	
<input type="checkbox"/> Change to / Add new _____	
<input type="checkbox"/> Remove category description	
Category Databases (up to 8 per category)	
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
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<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____
<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____	<input type="checkbox"/> Add / <input type="checkbox"/> Remove _____