
FACULTY GUIDE TO ORDERING MATERIALS FOR THE LIBRARIES' COLLECTIONS

Faculty member →

Departmental library liaison →

Subject librarian

1) Recommending materials for purchase

- As a member of the faculty, you are invited to recommend materials for addition to the library collection.
- Items you recommend should relate to coursework, student learning, or research needs.
- Your recommendations may include:

- Print or electronic books
- DVDs/streamed media
- CDs

- Musical scores
- Datasets

- You may also recommend journals or databases with an explanation of how the resource will support the curriculum. Subscriptions incur annual budgetary expenditures and inflationary increases; therefore, selection decisions must be made more carefully than for resources requiring a one-time expenditure. Funds will also need to be identified to cover the cost of the subscription.

2) Please send recommendations to your department's library liaison

Each department or program on campus has a designated faculty member serving as a library liaison with responsibility for providing the first point of contact for any library-related questions or services. Your recommendations should be given to your department's library liaison. The liaison will send recommendations to the appropriate subject librarian for approval & submission to the acquisitions department. The more information you can provide about the material, the better. For a DVD, for example, it's especially helpful to know where it can be purchased.

How soon are recommended items available?

The turnaround time for orders varies, depending upon availability and number of orders in the queue. For questions about placing orders or status of a submitted request, please contact your subject librarian.

Susan Thomas, Director of Collection Services, or Liz Bell, Acquisitions Assistant are also available to assist you.

Susan Thomas, Director of Collection Services
Liz Bell, Acquisitions Assistant

I NEED A RESOURCE THIS SEMESTER FOR MY CLASS!

Items needed by a given date for instructional purposes may be *RUSH* ordered. Please tell your library liaison when submitting the request that the item is needed quickly and provide the need-by date.

Rush orders involve additional costs that are deducted from the department's allocation leaving less to spend on other needed materials.

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Subject Librarians

Subject librarians are available to assist you with research, provide instruction and research assistance to students on using library resources, and to help you obtain needed resources for the collection. They may also be able to help you identify affordable textbook solutions and determine your scholarly impact. Subject Librarians will also select materials to achieve a balanced collection and coordinate the resource development of the library as a whole. A list of subject librarians and their contact information is on the back of this handout. Please contact your subject librarian if you would like to know more about the Libraries' collections, resources, or services.