

#### IV.E.

### **LIBRARY PURCHASE and RESERVE PROCEDURES**

#### **Ordering Materials**

Budget allocations for purchase of University Library materials are made to the College, and distributed to each discipline by the Director of the Library. Faculty may order books for the Library by filling out a book order card. Library book order cards are available from Department Administrative Assistants.

The library recommends the following procedure for both print and media orders:

1. Check PORTAL (the on-line library catalog) to determine if the material is already in the Bell Library collection.
2. Type or print legibly.
3. Fill in all boxes as completely as possible. The ISBN is especially important.
4. Have your Department or Discipline Library Representative authorize your request.
5. Insert appropriate discipline code in department code box on card. (In Liberal Arts, these codes are: arts, comm, crij, engl, fren, geog, hist, meahm [media humanities], mxas, musi, phil, pols, psyc, padm, socw, soci, span, tvfl, thea.) Submit cards to the library liaison, who initials them and submits cards to the library. The library liaison ensures that the budget is allocated equitably and that available monies are spent.
6. Submit orders to Bell Library, Technical Services Department

#### **Approval Plan Book Orders**

The library receives books for some disciplines *On Approval*. These books are kept in the collection unless faculty indicate that they would like them returned.

## **Library Reserves**

Materials such as books, personal copies of journals, pamphlets, documents, assignment examples, binders, and folders may be placed on reserve at the Circulation desk. These materials may come from the Library's collection or may belong to the faculty member. The faculty member may indicate the length of check-out. Students use their SandDollar IDs to check out reserve materials.