

IV.D.

LIBRARY PURCHASE and RESERVE PROCEDURES

Ordering Materials

The Mary and Jeff Bell Library strives to collect and provide access to the information resources necessary to support the teaching and research mission of the University. The library provides a large collection of print and online books, journals, and media.

In addition, the Library allocates a certain amount of the collection budget for purchasing books and media not already included in the collection. In accordance with their Collection Development Policy, if faculty would like to request a book, video, or other item to be purchased for the Library's collection, please use the online Materials Recommendation Form, available through the Library website, to recommend an item.

Requests received during the summer may not be ordered until the following Fall semester, due to the university's fiscal cycle. If the item a faculty member is requesting is needed more urgently, please indicate that on the Recommendation Form and Library staff will do their best to acquire it by the needed deadline.

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.