

BOOK REQUEST GUIDELINES

Academic faculty are welcomed and encouraged to submit title requests and recommendations. The Library faculty, however, will make the final decision to purchase and also determine the specific location of titles for the University Library collections. The location of the material at the main library, a local branch library or the

regular basis. Acquisitions staff members can also check our computer list of orders regarding the status of a title if a faculty member wishes to phone or visit the acquisitions unit.

Multiple Copies The University Library supports the Illinois initiative for statewide resource sharing through the statewide catalog, ISHARE. Therefore, University Library policy is to purchase only one copy of a title, unless anticipated demand for a title (often across disciplines) warrants the purchase of a second copy. Placing a title on reserve, however, does not automatically warrant a second copy purchase. If the decision is made to purchase added copies, they will be purchased in paperback if at all possible. Request for the purchase of more than two copies will require supporting justification.

Requests for Textbooks Generally, textbooks are not acquired from appropriated dollars. However, if there is limited reading material in the subject area, exceptions can be made to add textbooks on a very limited basis. The Library tries NOT to compete with the University Bookstore and add books to the collection which students are requested to purchase for their classes.

Type of Materials Not Acquired for the Library Collection:

- Software for personal computers
- Consumable items i.e., a game containing pieces that, once used, cannot be reused
- Brief pamphlets and booklets

These items would be more appropriately purchased using departmental, grant or other funding sources.