

## 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 Western Illinois University Regional Center, will be determined by the perceived need by the greatest number of patrons.

**Prioritization** It is greatly appreciated when requests considered priority are identified as such and placed at the top of the request stack. *Requests for books needed for a specific class should be submitted the preceding semester if at all possible.* This allows the Acquisitions and Cataloging units time for regular ordering and processing.

**Requests for Rush Orders** Rush orders receive immediate handling by the library. However, the length of time required before a rush item is available from the publisher is beyond our control. Because rush requests require special rather than routine attention, we ask that discretion be used in requesting orders of this type.

Please indicate *RUSH* in the message space on the book request form or inform the Collection Development Librarian with a note about the title's priority.

**Requests for Reserve** Additional information is needed on the book request form for a title that is to be placed immediately on reserve after receipt and cataloging. Please indicate *RESERVE* in the message space and also note the *professor's name and class*. *Note: the individual faculty member requesting that the title be acquired must also follow Reserve procedures and complete the Reserve Materials Request Form for the title.*

We will do our best to expedite all *RUSH* and *RESERVE* requests; however, all books required for Reserve should be requested, if possible, *well in advance of the semester in which they will be used*.

**Requests for Replacement Orders** Acquisitions will try to acquire a replacement for a lost or missing book, if the title is still in print. Please indicate *RPL* in the message space for any replacement request. If a replacement request is NOT marked *RPL*, the request will most probably be returned to the department as a duplicate request.

**Request for Notification** A faculty member can be notified when a priority title is received, cataloged and ready for circulation. A notification card, available in Acquisitions, can be completed at the time the title request is submitted. Books with notification cards are handled on a rush basis when the books arrive in the acquisitions unit; therefore, we hope faculty will use them only when essential. For other books that faculty are interested in tracking, we recommend checking WestCat for the titles on a

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.