ORDERING LIBRARY MATERIALS FOR FACULTY

Key players:
1. **Library Order Coordinators** – designated faculty members from each academic department whose responsibilities include: receiving reviews for materials; receiving requests for library materials from departmental faculty; attending library meetings related to collection development; and communicating information related to library collection development to their colleagues. See document, “Library Order Coordinators and Library Faculty Liaisons” for your department’s assigned representative.

2. **Library Faculty Liaisons** – Faculty Librarians who are available to assist you with collection development, information literacy instruction and planning, and research. See document, “Library Order Coordinators and Library Faculty Liaisons” for your department’s assigned representative.

3. **Library Acquisitions Staff** – available to help you determine the availability of departmental library funds for ordering materials, order materials, track the status of orders, and process orders. The Acquisitions Staff consists of:
   a. Sue Maszaros, Library Director – ext. 5496
   b. Laura Price, Assistant Collection Management Supervisor for Acquisitions – ext. 5529
   c. Allison Kee, Assistant Supervisor for Electronic Resources – ext. 6182
   d. Courtney Fuson, Education and Electronic Resources Librarian – ext. 5492

Key terms:
1. **Serials** – publications in any medium issued on a continual basis. Serials include:
   a. **Periodicals**: electronic journals, print journals, and magazines.
   b. **Series**: examples – *Camden Fifth Series, Contemporary Poetry Series*
   c. **Annual report or review**: example – *Annual Review of Medicine*

2. **Firm Orders** – includes one-time orders for books, DVDs, CDs, and other materials.

3. **Continuations lists** – lists provided by the Collection Management Unit that include all of the serials and database subscriptions currently on order for a department.

How the request for materials process works
You may submit requests based on information that you have sought from any other source (publisher website, amazon.com, advertisement, article, reference list, personal recommendation, other reviewing sources, etc.), as well as from periodic reviews you will receive from your Library Liaison. Please try to involve as many of your faculty as possible in selecting materials for the library collection. In this way we can develop a well-rounded collection that represents various areas of each discipline. It is always good practice to submit requests via your Library Liaison. Selection of library material is a shared responsibility between library liaisons and the order coordinators.
Submitting Requests
1. Before submitting any requests, it is good practice to check the library’s catalog first to see if the library currently owns the item.

2. For Book and Media Requests, please submit requests of multiple titles to your Library Liaison via Excel Spreadsheet. The Library Liaison will compile the orders and forward to Acquisitions for purchase: http://belmont.libguides.com/faculty/ordering

3. If you need to order a single title request, please use the Online Order Form also available at the For Faculty Research Guide: http://belmont.libwizard.com/Book-and-Media-Purchase-Request-Form

4. For Serial Requests, please use the Serials/Database Pricing Request form also available on the For Faculty Research Guide: http://belmont.libwizard.com/Serials-Database-Request-Form

5. In all instances, please include as much information as possible about the item (title, author, ISBN/ISSN, publisher, source of information, format, etc.)

Library Acquisitions Process
Acquisitions staff will check the availability of departmental library funds. If funds are available, the process of ordering will continue. If funds are insufficient, permission to order must be sought from the Library Director. Acquisitions staff will research the availability and best price for materials.

Rush Orders for Books and Media
If you need a rush order (to place on reserve for your students’ use in the library, for example), please use the Book Order Request Form and designate the title as a RUSH. If you have more than one title, you may use the standard spreadsheet, but make note that it is a RUSH on the document or note it in your email to your Library Liaison.

Acquisitions staff will do our best to expedite the order. PLEASE NOTE: For items going on Reserve or that are included as texts as part of the course, Acquisitions staff need at least 45 days advanced notice to guarantee that the materials can be purchased and processed in time for the course start date.

For Rush and Reserve items, we will notify you when your order arrives. Otherwise, we do not notify you when library materials are received and processed. Please keep in mind that an interlibrary loan may be an alternative, depending on your timeframe.
Important Dates to Remember
Fiscal year runs June 1st to May 31st

June 1-September 15 – serials/subscription additions/cancellations/changes.
  • September 30 – Last day to submit all serials/subscription orders and cancellations for the calendar year.

June 1- December 15 – firm order submissions.
  • December 15 – Last day to submit bulk (90%) of firm orders for the current fiscal year.

December 16-January 31 – last six weeks for firm order and database order requests.
  • January 31 – Last day to submit final 10% of firm orders.

For additional questions about ordering library materials, please contact:
  • Sue Maszaros, Library Director – ext. 5496
  • Laura Price, Assistant Collection Management Supervisor for Acquisitions – ext. 5529 (Book and Media Requests – also known as Firm Orders)
  • Allison Kee, Assistant Supervisor for Electronic Resources – ext. 6182 (Journal and Standing Order Requests – also known as Continuations)
  • Courtney Fuson, Education and Electronic Resources Librarian – ext. 5492 (Database Requests and Trials)