

Monographs Purchasing Guidelines

Hardback vs. Paperback

Order paperbacks when available.

Multi-Volume Sets

Consult with the Acquisitions supervisor before ordering a single volume of a multi-volume set. In most cases, the library will purchase the set.

Multiple Editions

If you become aware that the library owns more than three editions of the same title, submit copies of the bibliographic records for all editions to the Coordinator of Technical Services for review. In most cases all but the three most recent editions will be withdrawn.

If the library owns a previous edition of a title and it is shelved in the Reference collection, ask the Coordinator of Reference Services whether the new edition should be placed in Reference. Regardless of whether the new edition is shelved in Reference or not, the previous edition should be transferred from Reference to the Main collection.

Journals and Continuation Subscriptions

Acquisitions does not order journals. The Periodicals area handles these. New continuation subscriptions are not ordered unless directed by the Coordinator of Technical Services. All requests for journals should be directed to the Electronic Resources and Periodicals Librarian and continuations should be directed to the Coordinator of Technical Services.

All request for single volumes of a continuation that do not have unique titles (i.e. that would have to be cataloged as serials) should be referred to the Coordinator of Technical Services who will determine on a case by case basis whether the purchase should be made.

Pamphlets

Do not order pamphlets that cannot be purchased individually. If a book under 30 pages costs more than \$5.00, consult with the Acquisitions supervisor before ordering.

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