

## Acquisitions Policies

### Book Orders

Our faculty members are the primary collection development agents for our book collection. Each year a portion of the Library book budget is divided among the academic departments. This division is based on a formula that considers the number of majors in each department, current circulations within the library collection and the numbers of classes offered within each department. Books are ordered and encumbered, invoices are paid and the library established department budgets are debited for all costs for the book request. During the semester department heads are informed of how much they have “on order” and what titles they have “on order”. New orders are held until the beginning of the next fiscal year once a department has spent all of the money allocated for their department for the current year.

### [Book Order Form](#)

Faculty members are sent notifications when books they ordered have been processed and added to the collection.

### Pre-order Search

The Acquisitions “preorder search” enables the Library to determine:

- If a book requested is currently a part of the Library holdings or if the book is already on order.
- The cost of the book and whether or not the department requesting the book has enough funds to cover the purchase.
- If the book is now out-of-print.
- If the book requested can only be purchased directly from the publisher.
- If the book requested can only be purchased from a foreign language book supplier.

### Out-of-print Materials

We offer an out-of-print search to secure any book currently listed as out-of-print. The Acquisitions Department supports the mission of the Library through the acquisition of print and electronic resources required for our students, faculty and community.