

COLLECTION SELECTION GUIDELINES FOR FACULTY

MATERIALS BY FACULTY

Eastern Michigan University
Bruce T. Halle Library
Ypsilanti, Michigan

EMU Publications

The library purchases two copies of each monograph authored by University faculty and staff. One copy goes to the main collection and the other to Archives.

Columbia College
Columbia College Library
Chicago, Illinois

Faculty Publications

The Library attempts to acquire and maintain, whether through purchase or donation, present and retrospective works by current Columbia full-time faculty in all formats for use by the College community and as a record of scholarship. These include, but are not restricted to: monographs (works/collections of essays, poems, stories, research), laboratory guides, textbooks, supplemental texts, audio, electronic and visual materials. Works by part-time faculty, visiting lecturers or full-time faculty with prolific publishing histories will be acquired selectively based upon input from the Department Chair and/or the individual faculty member.

Two copies will be obtained as appropriate; one copy for the circulating collection if it falls within the library's collection development parameters, and a second for the College Archives, regardless of subject matter or reading level. Laboratory guides and supplementary materials will be added only to the College Archives.

Works in which a faculty member is an editor or contributor may be purchased on a case-by-case basis, depending upon its appropriateness for the main library collection. Single poems, essays, chapters, or stories appearing in books or journals will not be purchased or subscribed to unless the entire content falls within collection guidelines. A copy of the individual work is acceptable for placement in the College Archives.

FACULTY PURCHASE REQUESTS

Columbia College Chicago
Columbia College Library
Chicago, Illinois

Faculty

Acquisitions FAQ for Faculty

How do I request a book to be purchased for the library? Is there a limit on the number or dollar amount? Submit an Online Library Purchase Request Form. Paper forms (yellow) are available in the library and can be sent to your office upon request. While there is no limit on the number or dollar amount faculty

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

can request at this time, the library reserves the right to take into consideration whether or not potential use justifies cost, and whether the item is appropriate for the collection.

I need the library to purchase textbooks for reserves ASAP. Can you do this?

Please submit reserve requests as soon as your syllabus is finalized. The earlier you inform us of your reserve needs, the better we are able to accommodate you and your students. Duplicate copies are discouraged due to space considerations. Use statistics reveal that one copy is usually sufficient. The library does NOT automatically order textbooks for our collection. We will not process textbook requests from students but we do honor textbook requests from faculty. Another quick solution would be to submit a personal copy for Reserve.

How long does it take for a book to be ordered?

Faculty requests are treated as priority orders. Turnaround time is generally 6–8 weeks. Some requests may take longer if item is out-of-stock or out-of-print. Every effort is made to accommodate your request, but for items out-of-print or which we cannot otherwise obtain, you are encouraged to borrow the book through Interlibrary Loan.

How am I notified when a requested book or video comes in?

Once a requested item is cataloged, you will receive a request notification card with call number information on the back. This will be the only notification you receive. You will also be notified if your item is unavailable, unobtainable or already in the collection.

I am teaching a history class and I would like to use videos that discuss specific topics in American history. What videos does the library have in this area?

Search our online catalog using the Guided Keyword screen. Click on More Limits and chose Primary Format: Films/Videos. After clicking on Set Limits, enter your term(s) as “subject words” and click on search. For help with choosing appropriate subject terms, please check with a librarian at the Reference Desk. Contact your liaison to assist you in your lesson planning.

I submitted several video requests recently and would like to use them in the next several weeks. I checked the online catalog and didn't find them. How can I find out if they have been ordered or received?

Titles that are currently on order do not display in the online catalog. You may check the status of your request at any time by contacting Library Acquisitions at If the item has been received but is not cataloged, you may still use it in your class; please provide at least 48 hours for processing. Contact the AV Desk. Audiovisual requests with show dates are given priority processing.

I'd like the library to subscribe to a journal? How do I notify you?

The procedure for requesting journals is similar to that of requesting books. Please complete a either an online or paper Library Purchase Request/Notification Form and forward it to Library Acquisitions. If you would like the library to begin the subscription with a specific date, please indicate this on the form.

Students

If you would like to suggest a purchase, fill out an Online Purchase Request Form or a Library Purchase Recommendation card available at the 2nd floor Reference Desk. Student recommendations are subject to approval by Library staff. Please allow at least 6–8 weeks for processing.

COLLECTION SELECTION GUIDELINES FOR FACULTY

FORMS

Faculty Request to Purchase Material Form

Columbia College Chicago
Columbia College Library
Chicago, Illinois

Library Purchase Request Form

REMINDER: Please allow at least 6–8 weeks for processing.

*REQUIRED FIELDS

YOUR INFORMATION

Name: * _____

Department or Major: * _____

Status: * Faculty ____ Undergraduate Student ____ Graduate Student ____ Staff ____

Email address: * _____

Phone number: * _____

ITEM INFORMATION

Please supply as much information as possible for your request.

Author/Editor/Director: _____

Title: * _____

Publisher or Distributor: _____

ISBN/ISSN (if known): _____

Publication Year: _____

Material Type: * Book ____ DVD/VHS ____ Journal/Periodical ____ Audio ____ CD ____

Date Needed: * _____

The item I am requesting is: * New Copy _____

Additional Copy _____

FOR FACULTY ONLY:

Would you like this item to be held for you when it becomes available for check out?

(All items are held at the 1st floor Circulation Desk.) Yes ____ No ____

Would you like for this item to be placed on reserve for a course? Yes ____ No ____

If you answered "yes," please provide the course number:

Comments: