

PROCEDURES FOR ORDERING PERIODICALS, BOOKS AND OTHER MATERIAL FOR REEVES LIBRARY

Please refer to the College's and the Seminary's **Collection Development Policies** for selection guidelines. The library purchases material in all formats including books, periodicals, videocassettes and DVDs, audiocassettes and CDs, microfilm and microfiche, and scores, as well as remote access to digital journals, books and databases.

PERIODICALS

- Periodical titles require an expensive, long-term commitment, and suggestions for purchase should be given careful consideration by all members of the department in consultation with the Serials Librarian.
- Titles should be indexed and/or abstracted in standard research sources. Those which are not are of little use to students or faculty.
- Due to budgetary constraints, a new title can be purchased only after a similarly priced one is cancelled.
- The Library occasionally has to cancel little used titles due to subscription price increases. This is done in consultation with department chairs.
- The Serials Librarian will be happy to talk to you about accessing digital periodical titles or replacing paper subscriptions with online access.
- Please keep in mind that there is a long lead-time for processing periodical subscriptions.

BOOKS AND OTHER MATERIAL

- The fiscal year is July 1 to June 30. Please have all orders submitted by early May.
- Please give us as much time as possible to order, receive and catalog items needed for classes. We can RUSH items when necessary but that incurs an extra charge.
- Placing orders:

- CHOICE cards are sent to your department chair monthly. He/She will route them to department faculty. Please initial the items you want. The chair will send them on to us.
- Professional journals are good sources of additional reviews of new books and other items specific to your field.
- Book order cards are available from the library secretary at x1541. Please include the ten-digit ISBN on the order card. These cards may be used for videos, DVDs, and other formats in addition to books.
- For information about the electronic ordering service, please call the acquisitions assistant at 1542.
- Orders may be emailed to mekjd01@moravian.edu .
- Links containing order information may be emailed as well.
- All orders should be **approved by your department chair** before being submitted.
- Please do not purchase books or other material and give them to us for reimbursement since we can purchase them less expensively through our vendors and we can keep better control of our expenditures.
- You can track the status of an order in the Reeves Library Catalog <http://home.moravian.edu/public/reeves/>
- Please direct any questions to the acquisitions assistant at 1542.
- Monthly budget reports are sent to department chairs.
- We will let you know when items have been cataloged and are on the New Books Shelf.
- Please indicate on the order if you want special handling such as putting an item on Reserve or placing it on the Hold shelf.
- Please see the **Gift Policy** for information on giving items to Reeves.