

**CLOVER PARK TECHNICAL COLLEGE
PROCEDURE**

CHAPTER 4	SECTION 9	TITLE Library	HISTORY		
			Adopted 1996	Campus Forum 1996	Reviewed 2019
			Revised 2019		Next review 2022

PROCEDURE

Ordering Print Materials

1. Faculty members and staff can request by phone or email title/s to be purchased. Library staff will prepare a purchase request (PR) and obtain dean's approval. Include all available ordering information such as title, vendor name, address, phone number, ISBN number, author, price, edition, and quantity requested. If available include a publisher's flyer, or a copy of the title page (front and back).

Ordering Periodicals

1. New serials: Library staff prepare a PR and obtain dean's approval. Faculty members and staff can request by phone or email title/s to be purchased. Include all available ordering information, such as title, number of copies, your name, and department or program. If available include a publisher's flyer brochure or order blanks.

2. Renewals: a PR is processed by the library and routed to requester for signature and dean's approval. If this periodical or membership is to be cancelled, please send an email with title and CANCEL notice to the library.

3. All periodicals and association memberships are routed through the library for tracking, collection management and annual reporting.

Ordering Multi-media Materials

1. Library staff will prepare a PR and obtain dean's approval. Faculty members and staff can request by phone or email title/s to be purchased. Provide all available ordering information such as vendor name, address, phone number, title and quantity. If available include publisher's flyers, advertisements and copies from catalogs. Contact library staff for further information.

APPROVAL:	
By: <u>Mabel Edmonds</u>	Date: <u>12/2/19</u>
Mabel Edmonds, Vice President for Instruction	