



# Mary and John Gray Library

## **Mary and John Gray Library Collection Development Policies**

Each academic department has one faculty member who is appointed as the departmental book representative. All requests for library materials, whether books, journals, or media, should be turned in to your departmental book representative. Orders will be forwarded to a librarian who has collection development expertise and responsibility in the appropriate discipline. This liaison librarian reviews all requests then forwards them to the Collection Development/Acquisitions Coordinator so the order can be placed. If there is any question about your request it will be returned to your departmental book representative for clarification.

Due to limited funding for library materials, requests should be limited to materials that support the curriculum. Faculty research needs are addressed through interlibrary loan.

Please submit as much information about the items you are requesting. Once your request reaches the Acquisitions Department, an order will be placed. After the order is placed, it will be **one to six months before the material is received** from the publisher. Please be certain to order books needed for a particular course well in advance as the library cannot guarantee receipt of material within any time frame. Books on order show up in the Library Catalog with an indication that they are on order.

### **Items requiring approval from the Library Collection Development Committee**

All requests that cost \$1,000 or one third of a departmental budget are presented to the Library Collection Development Committee for review and approval. Faculty may be requested to present a justification for expensive purchases.

### **Notification when book is received**

Make a notation on your request if you want to be notified when a book arrives. Once the book is received and cataloged, you will be notified to pick the book up at the Circulation Desk.

### **Requesting Items for Class**

If you order a book that you want to go on reserve for a class, please indicate on the order the class and the semester you wish the book placed on reserve. We cannot guarantee that requests will be delivered in time for class use if we receive the order after the class starts, so you should order reserve items well in advance.

### **Departmental Policies**

Please visit [http://libguides.lamar.edu/cd\\_policies](http://libguides.lamar.edu/cd_policies) for collection development policies by department.