

LOYOLA MARYMOUNT UNIVERSITY  
WILLIAM H. HANNON LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/William H. Hannon Library	
SUBJECT: Materials Purchase Guidelines for Faculty	Page 1 of 2
Policy Number: LIB-COLLS-502	Supersedes: N/A
Effective Date: November 1, 2015	Previously Issued: August 1, 2009

**1. Statement of Policy:**

1.1. This policy establishes guidelines for faculty requests for library one-time purchases of books and media in either print or electronic format.

1.2. Acquisitions & Collection Development is responsible for this policy.

**2. Policies/Procedures:**

2.1. All LMU faculty are authorized to order to request library materials purchases.

2.2. It is general library policy not to order the following:

2.2.1. Textbooks

2.2.2. Instructor's manuals

2.2.3. Pamphlets less than 50 pages

2.2.4. Ephemera

2.3. To request an item, faculty use the [online book request form](#) or the [media request form](#).

2.3.1. Others in the LMU community can [suggest books](#) for purchase.

2.4. Check the [LINUS catalog](#) to determine whether or not the item is already available in the library's collection in order to avoid duplicate requests and copies.

2.5. If it is necessary to have the item in hand within six weeks of the request date, designate that the item requires rush processing on the form.

2.5.1. If an item is not marked as a rush, it will be ordered by [subject liaisons](#) according to collection development priorities and the availability of funds.

2.6. Avoid requesting pre-publication titles, such as those found in publishers' catalogs, as many pre-publication titles never see publication.

2.6.1. Many pre-publication titles will be acquired by the library upon publication through our approval plans and librarian orders, so ordering titles pre-publication is often unnecessary.