Library funds available for faculty resources until late May 2024

Brenda Lanphear and Paula DeMars attend monthly meetings for CSC's Educational Technology Committee (ETC). Last month, Paula spoke to ETC committee members about the ability for faculty to purchase books and electronic books resources using special, reserved, library funds. In this follow-up, Paula explains the purchasing process.

Background & Process

What funds are available?
Funds were set aside specifically for faculty purchases last Fall. There are no specific amounts allocated to any specific program. However, there is a limit to the amount available. When that is near, we will be more selective on what is purchased. As yet, we are not to that point.

What is considered an electronic resource?
In the current budget for faculty purchasing, electronic resources mean we are encouraging the purchase of electronic books (eBooks), especially if a program has an element of blended or online student attendance. Additionally, eBooks can be attached to a course in Canvas, making access by students more efficient. And we can often purchase an unlimited license to the eBook, or a 3-user license, instead of having access for only one student at a time.

Electronic resources are also considered to be any contracted or licensed resources we add to the services we provide as an institution for student learning. These include electronic books we purchase individually that we "own," and eBooks we subscribe to that are updated monthly to our catalog. It includes the subscription journals in packages commonly called 'databases' that provide current and past research article access on a wide range of topics. These are often packaged by companies specific to the needs of academic libraries (e.g. *Science Direct*; *Nature*). We are not permitted to purchase individual electronic subscriptions to periodicals; however, we can sometimes add a journal to a subscription database we already subscribe to. There is a fine line to this type of purchasing; it requires evidence that students have tried to access a journal, or that a journal we subscribe to in print can be accessed electronically at a cheaper cost.

What are some examples of books ordered in the past?
We recently purchased a set of 6 titles in the "Concise Guides to Conducting Behavioral, Health, and Social Science Research Series." We purchased all 6 print titles and all 6 titles in eBook format.

Who should faculty members contact?
Faculty can contact their Library Liaison. A list is available under Services for Faculty on the library website or [here](). Faculty can also simply submit a purchase request on the same webpage under "Services for Faculty" or on this [form]().

How do faculty members request books and electronic resources? What should be included in a request?
Please include as much information as you can. Title and author are important. If you want a specific edition, please include that. If we have trouble locating the book, we will contact you. The form also includes a rating scale, so that you can let us know how important that book is to your course(s) or program.

How long will it take to receive a requested resource, and how will one know that the resource is available?
Book requests are usually added to the library within a couple of weeks. Electronic books are even faster. Faculty can specify if they want to be notified when a book comes in, whether they want us to put it on reserve right away, or any special instructions they would like. If the title is an electronic book, Paula will send you a link as soon as it is available. The eBook is also available on the Featured List in the library catalog, where you can select the link to directly access the eBook titles we own.

When is the last date to request a paid resource?
We need to complete all purchasing by the end of May 2024.