

Suggest A Purchase Policy

What We Buy:

The library is able to buy most of the reasonably-priced books and audio-visual materials relevant to lower campus curriculum and research which are suggested by the University community. Journals and databases are ongoing commitments and we weigh requests for new subscriptions against the desire from other readers that existing subscriptions be continued. Materials outside Marriott Library's mission include popular fiction, how-to books, and other items not directly supporting University curriculum and research. The Marriott Library does accept suggestions for its small Browsing Collection, but your public library is often a better source. You can also get books and other materials through [Interlibrary Loan](#), or use the [Espresso Book Machine](#) to print a variety of books on demand.

Specific Related Guidelines:

Price cap

We have set a price cap of \$250 to match the average price from our approval books plan threshold. If the cost is higher the request is sent to a subject selector or team for decision making and purchase.

Preorders

We usually do not accept/process preorders. Most requests for items that have not yet been published are declined due to the fact that funds would be encumbered for a substantial period of time that otherwise could be used for other resources which are in print and available. Patrons are instructed to re-submit their request as soon as the item becomes available for immediate purchase so the order is not "lost".

Alternate Formats / Extra Copies

We do accommodate such requests when they are related to titles that need to be put on Reserve or which will be used in a class/lecture (as well as other special circumstances).

Subscriptions / Databases

If a subscription to a journal or database is requested, it will be forwarded to DASET for consideration.

Lost / Stolen Replacements

If an item is requested to replace a lost or stolen copy, the replacement will be purchased as an ebook unless a faculty member specifically wants the replacement to be print. This is done to minimize the losses from books which may be repeatedly stolen or which have such heavy use that they are likely to be lost again.

Course Materials / Heavily-Used Books

If a request is made by a student or staff member for a textbook or other reading materials assigned in courses at the University, we will purchase that item as an ebook. If no ebook is available, the request will be forwarded to Reserve. This is to avoid purchasing a title that is

widely-used only to have it checked out all semester by a handful of students. The same logic applies to non-course materials which will be very heavily used. Those may be sent to reference or Fine Arts Showcase when appropriate.

Software

If a request for software comes in, the request is forwarded to the CMS staff for consideration – we do not purchase software with Collection Development funds.

PDFs

When standalone pdfs are requested a policy was created due to the licensing and technical issues associated with purchasing them.

https://staffnet.library.utah.edu/sites/intranet/SRC/_layouts/WordViewer.aspx?id=/sites/intranet/SRC/Shared%20Documents/Marriott%20Library%20PDF%20purchase%20policy.doc&Source=https%3A%2F%2Fstaffnet.library.utah.edu%2Fsites%2Fintranet%2FSRC%2Fdefault.aspx&DefaultItemOpen=1

Out-Of-Print Titles

If a title that is requested is out of print, we will check with vendors of out-of-print books to attempt to locate a copy. If no such copy is found, the request is denied and the requestor is instructed to re-submit the request if/when the title is once again available for purchase or use ILL.

Free Resources

Requests for free resources are subject to the Free Resources policy.

https://staffnet.library.utah.edu/sites/intranet/SRC/_layouts/WordViewer.aspx?id=/sites/intranet/SRC/Shared%20Documents/Free%20Digital%20Resources%20Policy.docx&Source=https%3A%2F%2Fstaffnet.library.utah.edu%2Fsites%2Fintranet%2FSRC%2Fdefault.aspx&DefaultItemOpen=1

Browsing Titles

If a popular fiction, self-help, or otherwise ‘browsing’-style title is requested, the request is forwarded to the Unrequired Reading Group for evaluation and purchase; if purchased will be placed in the Browsing Collection.

Children’s / Juvenile Books

Any requests for children’s books or juvenile titles are forwarded to the appropriate subject librarian for approval and purchase.

Media Requests

Media requests have a number of differences from typical requests through Suggest a Purchase.

1. Non-video titles like CDs, sheet music, art books, etc. are handled normally.
2. Non-streaming video titles are generally purchased regardless of their subject if requested by faculty. Requests for non-streaming titles may exceed the usual \$250 purchase threshold without being sent to a subject selector or team. This is due to the higher cost in

general of media titles brought about by the necessity of purchasing public performance rights or educational licenses.

3. Non-streaming titles requested by students and staff must be of scholarly relevance or they are usually declined (example: we do not purchase popular TV shows on behalf of students or staff).
4. Streaming media requests are restricted to faculty members and course instructors (including TAs) only. All requests of this type must be submitted as faculty requests, so course instructors and TAs who are technically not faculty must still select faculty to have their request enter the system – we then verify that the item is being used in a class and that the requestor was indeed faculty or instruction staff. Price limits for streaming are flexible and much higher than the \$250 threshold for non-video titles.