

## Suggest A Purchase Policy

The Suggest a Purchase form should be used for one of the following reasons:

1. Recommending books, subscriptions, or other materials that you think the Marriott Library should purchase, OR
2. Requesting video or audio from the Marriott Library collection be made available through our streaming services.

The Suggest A Purchase form is provided as a service to students, staff, and faculty members only. Students, staff, or faculty are required to provide their valid uNID when filling out the form.

Faculty requests for course materials and textbooks can be submitted directly to [Course Reserves](#).

Patrons who are not affiliated with the University can make suggestions by sending an email to [staff](#) at the Library. We will not notify unaffiliated individuals when items are ordered or have arrived because our holds and notifications system is designed only to support requests that are from affiliated users who have a valid University ID.

All suggestions received will be reviewed, but we cannot guarantee they will be purchased.

The Suggest a Purchase form web address is <http://www.lib.utah.edu/services/suggest-a-purchase.php>.

To suggest purchases for the College of Law or School of Medicine, please visit their respective library websites or use the following links:

James E. Faust Law Library: <http://www.law.utah.edu/>

Spencer S. Eccles Health Sciences: Library <http://library.med.utah.edu/>

### Link to Collection Development Policy

The Marriott Library Collection Development Policy web address is <http://lib.utah.edu/info/policies.php#tab6>.

### 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 most popular fiction, how-to books, cookbooks 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 for works that have limited academic relevance.

The Marriott Library does not purchase works produced by predatory, vanity, and substandard publishers.

Materials not suitable for purchase by the Library can sometimes be acquired by patrons through [Interlibrary Loan](#) or use of the [Espresso Book Machine](#).

### **Price cap**

Due to budget limitations, single items exceeding \$250 in cost will be referred to subject specialists.

### **Request cap**

Due to budget limitations, individuals will be restricted to ten (10) requests per month and thirty (30) requests per year. Once this limitation is exceeded, individuals will be referred to the subject specialist in the appropriate field. A list of subject specialists is available at <http://www.lib.utah.edu/collections/subject-specialists.php>.

### **Preorders**

The Library will usually not accept or process requests for items that have not yet been published. Generally, these requests will be declined and the requesting individual will be asked to re-submit their suggestion when the item becomes available for immediate purchase.

### **Alternate Formats and Extra Copies**

Requests for additional copies will only be accommodated when the item will be placed on Reserve, when the item will be used in a class, or in other special circumstances. Requests for alternate formats will be evaluated on a case by case basis.

### **Journal and Database Subscriptions**

Journal or database suggestions requiring a subscription will be forwarded to the Chair of the Marriott Library Database and Serials Evaluation Team (DASET) for consideration. The budget available for subscriptions seriously limits the number of suggestions which can be approved.

### **Replacements**

If an item is requested to replace a lost or stolen copy, the Library will usually purchase the replacement. The requester may specify the replacement be print; however, the Library may still elect to purchase the electronic version of the item, if an electronic version is available. This is done to minimize losses from books which may be repeatedly stolen or which have heavy use.

### **Course Materials and Other 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 when possible. If

no ebook is available, the request will be forwarded to Reserve. The same logic applies to non-course materials which will be very heavily used. High demand works may be located in reference or reserve when appropriate.

### **Software**

Requests for software are forwarded to the Head of User Support and Computing Services for consideration.

### **PDFs and Other Digital Materials**

Suggestions involving items that are only available in a digital format, such as a data sets or PDFs, are evaluated and managed according to this policy and the Digital Resources policy <http://lib.utah.edu/pdf/Free-Digital-Resources.pdf>. These materials often take longer to process due to the licensing and technical issues associated with purchasing them.

### **Out-Of-Print Titles**

If a title is requested that is out-of-print, we will attempt to locate a copy with common suppliers of out-of-print materials. If no suitable copy is easily found, the request will be denied and the requestor will be asked to use the services of Interlibrary Loan and Document Delivery or to re-submit the request when the title is once again available for purchase.

### **Free Resources**

Requests for legitimate, freely available resources will usually be denied and the requester will be informed of their availability. However, in some instances involving digital resources, the [Digital Resources Policy](#) will be used to acquire the request.

### **Browsing Titles**

If a request suitable for the Browsing Collection is received, popular fiction for example, the request is forwarded to the Unrequired Reading Group for evaluation and purchase. If the request is purchased, it will be placed in the Browsing Collection.

### **Juvenile Books**

Requests for children's, juvenile or young adult books are forwarded to the subject specialist for the Juvenile Collection.

### **Other Formats**

Requests for sheet music, art books, etc. are handled normally. Requests for technical standards are referred to Interlibrary Loan and Document Delivery, who may purchase or borrow the requested standard.

### **Media Requests**

Non-video items like audio CDs are handled normally.

All requests for video games are referred to the subject specialist.

Non-streaming video titles are generally purchased if requested by faculty for teaching or research purposes. Requests for non-streaming video that exceed the \$250 price threshold are

evaluated by subject specialists. Non-streaming titles requested by students and staff must generally have academic or collection relevance or they are declined. Generally, the public library is a better source for films that have limited academic relevance or do not support University curriculum and research.

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 media are flexible.

When possible, items are purchased without public performance rights. Screening rights are not purchased.