

Ordering Guidelines for Acquisitions Staff **University of Arkansas Libraries, Acquisitions**

The following should not be ordered unless an exception is pre-approved by the Head of Collection Management. A mailbox will be made available in acquisitions for these types of questions.

Duplicates include reprints, different formats, and titles in branch libraries (including the Law Library). Exceptions are noted for highly used materials such as style guides. It is acceptable to order duplicates for reserve if it is a large class.

Textbooks in current use should not be ordered by the library. Students should purchase these at the bookstore. Selectors might determine if the textbook is in use by the manner in which the item is requested.

Single issues of journals

Multiple copies of any title

Paperbacks - Cloth editions will be ordered unless the title is available only with a paper binding. If there is a considerable difference in price and the title is ephemeral the title may be ordered from Midwest with a prebinding. This is especially true for computer manuals and some other science related topics.

Price Guidelines - Anything that is **over \$200**, including titles from the Approval Plan.

The **latest edition** will be ordered unless pre-approved by the Head of Collection Management.

Items will not be charged to **replacement funds** unless the correct replacement procedure has been followed. See the procedure at:

<http://libinfo.uark.edu/collectionmanagement/acquisitions.asp>

If an edition other than the latest is needed for order then that must be indicated at the time of the request.

Titles which are **NYP** (not yet published), with release dates more than 3 months into the future.

Items of **questionable academic value** will be referred to the Head of Collection Management, including requests from ILL. Items in non-traditional library formats (e.g. globes, puppets, dolls, models, etc.) will also be referred for her approval.