

Guidelines for the Submission of Book Requests to Acquisitions

- A percentage of each budget should be spent each month. (ie. By Dec. of the fiscal year, 40-50% of all firm order budgets should be spent. By March 15 of the fiscal year, 100% of all firm order budgets should be encumbered/spent).
- Selectors will continue to group book requests by importance, so that the Library Associates for Order know what to order first.
- Selectors will be proactive in monitoring their funds so that money is encumbered at a reasonable rate throughout the fiscal year.
- Acquisitions strongly suggests that no regular requests be submitted after March 15 so that all requests can be ordered, received and paid for by the end of the fiscal year. **RUSH, Reserve & Hold/Notify requests can always be submitted at any time.**
- Firm order budgets may be over encumbered by not more than \$100.
- Acquisitions requests orders be batched and sent to the Library Associates for Order once a week.

- Acquisitions cannot promise to have requests ordered by a certain date. But all requests will be placed April 30.