

Dear CLU Faculty,

Help your library meet the needs of your students as well as your own teaching/research needs by establishing an ongoing relationship with your subject area Information Specialists.

The partnership between the faculty and Pearson Library in acquiring books requires that information flows easily between academic departments and the Library. Pearson Library assigns an Information Specialist to each department who acts as a liaison for collection development and library instruction.

Each academic department has been allotted a percentage of the total book budget. The total book budget varies depending on the entire Fiscal Year Budget for the library. Pearson Library is committed to allotting a fair amount to books or any other types of orders, such as audio CD's and DVD's.

General Acquisition Process

Purchase Requests

Faculties are encouraged to consult with their subject area specialists when requesting educational resources. A faculty member may submit their requests via their liaison librarian.

Processing Requests

All ordered items are included in the online library catalog. Titles which are on order are indicated as "On Order" until they are received. When the item arrives, the status changes to "In Process", until the item has been cataloged and is available on the shelf.

Book Vendors

The vast majority of titles are purchased through Ambassador Books and Media, a vendor specifically geared to the academic market. The Acquisitions Department also works directly with specialty publishers and other academic presses like Blackwell, Baker & Taylor, Thompson Gale, Ambassador Books, etc. when necessary.

Textbooks Policy

As most academic libraries, Pearson Library does not purchase text books since new editions are issued almost yearly. The library would rather support students and faculty with other materials to reinforce and support their academic mission.

Rush Orders

Any rush order should be brought to the attention of the Information Specialist, who will then pass along the request to the Acquisitions manager. Our book suppliers can provide rush book service at an additional cost and the library has several other options. We will try to accommodate emergency needs but appreciate advance notice.

When Purchased Requests arrive in the Library

Books are received daily in the Acquisitions Area. The books are immediately sent to Cataloging to be entered into the on-line catalog and processed for circulation. This takes between one and three weeks, depending on the time of the year. Keep in mind that Fall Semester is a particularly busy time.

Order Arrival Notice

Upon receiving requested material, the subject area specialist will notify the department or individual who requested the purchase.

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