

Periodical Request Form

TITLE OF PERIODICAL _____ PRICE _____

PUBLISHER _____ FREQUENCY OF PUBLICATION _____

REASONS FOR PURCHASE: _____

Please attach copies of reviews or citations of reviews.

Have you seen an issue? _____ If no, would you like a preview copy? _____

Will this subscription replace an existing subscription? _____ Is the periodical indexed? _____

If so, where, and by which indexes to which the library has access? _____

Do you recommend purchase of back issues? _____ If yes, from what year? _____

Please indicate preferred format: print microfiche electronic (web-base version)

YOUR NAME: _____

DATE: _____ DEPARTMENT: _____

Periodical Selection Policy

Ongoing subscription costs, storage costs, and the high rate of inflation for periodical subscriptions require greater selectivity in journal acquisition. Priority is given to periodical requests that meet definite curricular needs (especially in areas of known or anticipated program growth). Reviews and faculty evaluations are carefully considered. Because library users usually identify periodical articles using citation tools, strong preference is given to periodical titles included in the indexing and abstracting tools available through the library.

Although periodical requests may be submitted at anytime, new periodical titles will be approved and ordered when it is time to renew other periodical subscriptions. *The first three years of a new subscription will be charged to the fund allocation of the teaching department requesting the new title.* Thereafter, the subscription cost will be covered by the library's periodical budget.