

Suggested Purchases

On the web: <http://libraries.mit.edu/suggest-purchase.html>

Date _____

(Please provide as much information as is available)

Author (for journal, leave blank)

Title _____

Technical report number, if applicable

Publisher _____

Place _____ Date _____

Price _____ Edition _____

Review/Citation (Where did you hear about this? A copy of an announcement or review is very useful)

Name _____

MIT Status Faculty Student Other

Department or Laboratory _____

Address _____ Extension _____

Email _____

- If the item is ordered by the Libraries, notify me when it is received.

This form may be left at any library information desk or sent by MIT mail to the Head, Collection Management Services, 14E-210C.

Response to Suggestion for Purchase

The material that you suggested for purchase:

- is available at _____ Library
Call number _____

- falls into a subject speciality that is not collected by the MIT Libraries.
If you require this material for MIT-related research or study, please contact the Interlibrary Borrowing Service (14S-200; <http://libraries.mit.edu/ilb>).

MIT Libraries

The MIT Libraries welcome suggestions for the acquisition of materials that support teaching, study, and research at the Institute.

While subject librarians on the staff have the primary responsibility for development of the collections, students, faculty, and research staff represent an important source of additional expertise that can assist in identifying relevant materials to be acquired. All suggestions will be carefully reviewed by the appropriate subject librarian.

Decisions on Suggested Purchases

Once the decision has been made to acquire materials suggested by users, the Libraries endeavor to obtain them as quickly as possible. This process can, however, take from one to several months. Users

who need materials immediately that are not available in the MIT Libraries may request material from the Interlibrary Borrowing Service (14S-200; <http://libraries.mit.edu/ilb>). The Libraries may decide not to purchase a suggested title because it falls outside the scope of the collection policy.

Submitting Suggested Purchases Form

Before submitting the form on the other side of this card, check Barton, the Libraries' online catalog (<http://libraries.mit.edu/barton>), to see if the Libraries already have the materials you need. The reference librarian has information about collections that are not reflected in the online information system: e.g., slides, technical reports, sound recordings, maps, government documents.

November 2000

To:
Head, Collection Management Services
14E-210C