

# Book and Journal Requests

## Introduction

The Library purchases materials needed by OSU faculty, students, and staff to the extent permitted by its budget. Members of the University community are encouraged to submit requests for new materials.

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Books published within the past year or so are usually still in print and available for purchase. Out-of-print books will be considered for purchase if they can be found at a reasonable cost. Requests may be made by either completing a form available on the Library's website at [www.library.okstate.edu/forms/acquire.htm](http://www.library.okstate.edu/forms/acquire.htm) or by sending the following information to one of the Subject Specialist Librarians listed on the back of this page.

- Title
- Author or editor, etc.
- Publisher
- Place of publication (if known)
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- Cost (if known)
- Your name (and indicate if you want the book held for you at the Circulation Desk when it is available)
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- Also note if there is a deadline by which the book is needed

If you have an advertisement for the book, you may send it to your Subject Specialist Librarian (listed on the back). Be sure to put your name and address on it and a note if you want it held for you when the book is available.

NOTE: Submitting a book purchase request does not guarantee the Library will order the book. Please contact your Subject Specialist Librarian to confirm whether the requested book can be purchased or not.

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While decisions to purchase a book are made by individual Subject Specialist Librarians, decisions to subscribe to new journals are made by the Library's Collection Development Committee and are limited to only a few each year, depending on budgets. For a new journal subscription send requests to Rich Paustenbaugh at 216 Library or [Richard.Paustenbaugh@okstate.edu](mailto:Richard.Paustenbaugh@okstate.edu), please provide the following:

- Journal title
- Publisher
- Cost (if known)
- Your name, telephone extension or e-mail address
- The names of other department members who would find the journal useful

You may also discuss the possibility of a new subscription with your Subject Specialist Librarian, listed on the back of this page.

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# You're @ the Library. A guide to using the OSU Libraries.

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