

4. Acquisitions

Branch librarians must keep track of their materials budgets including amounts received and encumbered. Money has been encumbered when the order is sent to Technical Services. Unless the materials ordered are cancelled by the publisher or Director, those funds are considered spent. If a Branch Librarian is notified of a cancellation, s/he should add that amount back into funds available for that category.

With rare exceptions, books will be purchased from Ingram. The established discount for the Lincoln County Library System with Ingram is 40% for most titles, except those with library bindings which are discounted 10%.

The following procedures for ordering from Ingram should be followed:

1. Librarians will create monthly Selection Lists in i-Page
2. When lists are complete, librarians will email Technical Services that orders are ready to be placed
3. Order totals should be subtracted from budgeted amounts by category

All book orders are due in Technical Services by the fifth day of each month. The Technical Services Coordinator places the orders by the tenth of each month.

For titles that are not available through Ingram, librarians will contact Technical Services to determine preferred method of ordering.

Patron Requests

Any patron may request that the library purchase a title. Staff will use the Purchase Request Form. If more than one person requests a title, names should be listed in the order the requests are received. The Branch Librarian will determine the value of the request and whether or not to purchase.