This instruction module will show you

• How to recommend a **book** for the Library
• How to recommend a **journal** for the Library

From the comfort of your office or home!
Before recommending that the library purchase new materials, check to see if the library already has the book or journal.
If you select the Faculty Services page, next select “Ordering Books and Journals”
Faculty members are encouraged to recommend materials to be added to the library collection. Materials requested to support the instructional program of the university will be given first priority. Requests for books and other materials, such as videos and music CDs, can be submitted electronically through the Library Book Recommendation Form. Journal requests can be submitted via the Library Journal Recommendation Form. For further assistance in ordering, contact Teri Oparanozie, or your subject bibliographer.
To search the library catalog from this page, click on Search the Catalog.
Search the library catalog by entering the title of the book (omit initial articles like “a”, “an”, or the”)

[Image of a webpage with a search interface for the library catalog]
If the title is not found, select “Logout”
Select “Request a Purchase” to navigate back to the form
Fill in the form with as much information as possible ...scroll down to finish the form.
Select “Submit” to have the information emailed to the library’s Acquisitions Department.
The form will be given to the appropriate subject librarian to authorize for ordering.
For journals, click on “Find a Journal Title” to see if the library provides online access to the journal before completing the form.
Enter the journal title and select “Begins With” or “Contains” to see if the library has online access to the title.
If the title is not found in the SHSU JournalFinder, also search the Library Catalog because some titles in print format are not included in the JournalFinder.
Enter the journal title in the “periodical title” box to search the library catalog.
If the journal title is not found in the library catalog, select “Logout” to navigate back to the “Library Journal Recommendation Form.”
Fill in the form with as much information as possible...
... Scroll down to finish the form.
Select “Submit” to email the form to the library’s Acquisitions Department.
Thank you for your submission!

Your request will be forwarded to the appropriate librarian!

To request additional materials, please click on either the Book Recommendation Form or Journal Recommendation Form.

Click here to return to the Newton Gresham Library home page.

The form will be given to the appropriate subject librarian to authorize for ordering.
Interesting fact: The Library tries to subscribe to online-only journal subscriptions when possible, to meet the needs of the future...
If you have questions or comments about these instructions, please contact:

Teri Oparanozie
Head of Acquisitions, Newton Gresham Library
Lib_tlo@shsu.edu
936-294-1623

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