

## Suggestions for purchase – Information for Departmental Library Representatives

### Library bookfund

Funds for the purchase of books and periodicals are allocated to each department in Sept/Oct each year. You may, however, order books before you have been informed of your departmental allocation

You are asked, in liaison with your subject librarian, to co-ordinate orders from your department, decide on priorities and monitor the expenditure of funds, ensuring that all funds are spent by the end of June. Updates with details of expenditure and balance remaining will be supplied regularly or on request by the Acquisitions Department.

Additional funds are available for supporting new courses, for interdisciplinary books and journals, electronic resources and audiovisual materials (see below).

### Book ordering

Books may be ordered using the online order form at

<http://libweb.gold.ac.uk/services/bookorder.php>

The average time taken for books to be supplied and available on the library shelves is 6-8 weeks.

It is also possible to place book orders by selecting titles on our book supplier's database. Contact the Bibliographic Services Librarian ([j.partington@gold.ac.uk](mailto:j.partington@gold.ac.uk)) or your subject librarian for more information about this.

Please liaise with your subject librarian if you would like books to be ordered directly from reading lists.

Library representatives should authorise all orders or may delegate this to their subject librarian.

### Serials

Periodical subscriptions run from Jan. to Dec. each year but new titles may be requested at any time of year. Please send suggestions for new titles to the Serials Librarian ([a.aldridge@gold.ac.uk](mailto:a.aldridge@gold.ac.uk)).

Subscriptions for periodicals and standing orders should be reviewed regularly, at least every two years. The annual increase in periodical prices is on average 7%.

Cancellations have to be made by the end of August in the preceding year.

Interdisciplinary journals or online journal packages may be ordered from the library's general fund.

### General fund

The library's general fund may be used for reference works, cross-disciplinary materials, electronic resources, school practice resources, language resources and audiovisual materials. Requests for purchases from this fund must be authorised by the relevant Librarian.

### Electronic databases and indexes

Please pass any suggestions for new resources to the Electronic resources librarian ([s.houston@gold.ac.uk](mailto:s.houston@gold.ac.uk))

## New course funds

Bids for funds to support new courses are invited in June each year for courses starting in the following year; these should be accompanied by a reading list. Funds are allocated in July so that books may be ordered and made available by the beginning of term.

## Collections policy

For more information please refer to the Library's collections policy at <http://libweb.gold.ac.uk/pdfs/gclcp.pdf>

## Contacts

Acquisitions Department	<a href="mailto:acquisitions@gold.ac.uk">acquisitions@gold.ac.uk</a>	ext. 7152
Audiovisual Librarian	<a href="mailto:kevin.wilson@gold.ac.uk">kevin.wilson@gold.ac.uk</a>	ext. 7152
Bibliographic Services	<a href="mailto:j.partington@gold.ac.uk">j.partington@gold.ac.uk</a>	ext. 7153
Electronic Resources	<a href="mailto:s.houston@gold.ac.uk">s.houston@gold.ac.uk</a>	ext. 7156
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