



TSC Library Collection Request Procedure

Collection Development Policy

TSC has an ongoing request submission period; however, a six month period is typical. For example, for Fall 2014, the Library prefers March 2014 submissions. All requests are submitted online at: <http://www.utb.edu/library/Pages/PurchaseForm.aspx>

Library Forms on-line:

- Donation Forms
- Instruction Request Form
- Interlibrary Loan (ILLiad)
- Purchase Request Form
- Reserves Form: Articles
- Reserves Form: Library Books
- Reserves Form: Personal Material

Materials will be selected according to the following priorities:

1. Materials which directly meet student curricular needs in courses and/or programs of instruction offered, such as required reading, collateral reading, research material, and materials to support student papers and reports. Materials also include those reference and bibliographical works which facilitate finding and using these materials.
2. Materials which may be needed by faculty for preparation of class instruction.
3. Materials that round out the collection, permitting as much latitude as possible for students pursuing course-related inquiries on both current and non-current subjects.
4. Materials for faculty development that will assist in keeping up to date with the latest teaching methodologies and research projects.
5. Materials intended to stimulate intellectual curiosity, help to develop critical thinking and cultural appreciation, and inspire continuing self-education and personal development

Once librarian receives request, the following steps are followed:

1. Evaluate if TSC already has materials
2. Obtain quote
3. Check budget
4. 1-2 weeks response time (depends on vendor and negotiations)
5. Librarian will respond to submitter

Library textbook copies available for student check-out:

Currently, TSC does not have a procedure for requesting library textbooks. TSC Library does not purchase textbooks for check-out or reserves.



UNIVERSITY LIBRARY

The University of Texas at Brownsville

80 One West University Blvd. • UBLB 3.304 • Brownsville, Texas 78520 • Phone (956) 882-7267 • Fax (956) 882- 7708

DONATION OF LIBRARY MATERIAL

I am donating () number of books/periodicals to the University Library with the understanding that they will be added to the collection if they meet library needs. If not they may be disposed of any suitable manner.

I understand that by signing this form I relinquish all ownership to the materials in question and that these materials **will not** be returned to me if they are not added to the library collection.

Donor Signature

Date

Print Donor Name

Staff Initials: _____

Address of Donor:

List number/ format of materials donating:
Ex: (04) Books, (04) Magazines
()
()
()

If available, please indicate appraised value of item (s) donated. Please include appraisal documentation.

\$ _____
Total Appraised Value

INSTRUCTION REQUEST FORM

Thank you for your interest in the Library and its Bibliographic Instructional services. The library is enthusiastic to assist faculty by teaching them or their students how to best use the library's resources, facilities and materials. Please use this form to request a library instruction class.

INSTRUCTOR/COURSE INFORMATION

Instructor Name:

* Please enter your name.

Department:

Email Address:

* Please enter your email address.
Please enter a valid e-mail.

Phone Number:

* Please enter your phone number.

Course Number/Name:

* Please enter your course number/name.

Number of Students:

Special Needs (i.e. accommodations for persons with disabilities):

SESSION DETAILS

Please indicate your date/time preferences for the library session.

We will do our best to accommodate your preferred date and time.

1st Choice:

 *

2nd Choice:

3rd Choice:

Session Options:

Please describe any research assignments for this course and what you hope your students will learn from this session:

SYLLABUS/ASSIGNMENT

Please email an electronic copy of your syllabus and/or assignment for this course to joel.chirinos@utb.edu. This will help library instructors better understand your goals for the session.

Request an Interlibrary Loan

Please enter your UTB ID & password below.
Then press the Logon to ILLiad button to continue.

ILLiad Logon

* Username

* Password

Logon to ILLiad

* Indicates required field

[Registration for TSC, UT Houston and TexShare patrons](#) (please see page 5)

Welcome to UTB & TSC's Interlibrary Loan system. This system will help you manage all of your Interlibrary Loan requests. All UTB students, faculty, and staff can now log into ILLiad by using their UTB ID number & password. TSC patrons will first need to create an account by clicking on the registration link above. For assistance, please contact our Interlibrary Loan Department at ill@utb.edu. Office hours are Monday - Friday, 8am - 5pm.

First Time User Registration for Interlibrary Loan

To request an item through Interlibrary Loan, you must first identify yourself to the library's ILLiad system. Registration has three purposes:

1. Entering your personal information into the ILLiad system means you will not have to supply the information again when making future requests.
2. Having your e-mail address on file with Interlibrary Loan enables us to notify you promptly and deliver materials accurately when your request arrives in the library.
3. By specifying a Username and Password of your choosing, you will have secure access to information about your requests. You will also be able to review the list of items you have requested in the past.

About your Username and Password

During registration, you will be asked to choose a Username and Password. You will use this Username and Password when logging on to the ILLiad system in the future.

Username

Choose anything you like, such as your name, abbreviations, or an alphanumeric code. Initials and ID number are recommended (ex. fm3562147).

Password

Choose anything you like. We recommend that you follow good security practice and choose a password that is different from those you use to access other systems. ILLiad will encrypt your password, so it will remain secure. Only you will know your password.

Important Copyright Information

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research". If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

By pressing this button you acknowledge and agree to all of the terms and conditions above. Please pay particular attention to the copyright statement. After reading this information, you can press the "First Time Users Click Here" button to continue.

[First Time Users Click Here](#)

PURCHASE ORDER REQUEST FORM

REQUESTOR'S INFORMATION

Name: * Please enter your name.

UTB or TSC ID #: * Please enter your UTB or TSC ID number.

Department:

Email Address: * Please enter your email address.
Please enter a valid e-mail address.

Phone Number:

ITEM INFORMATION

Title: * Please enter the title.

Author: * Please enter the author.

Publisher:

Year of Publication:

Edition or Series:

ISBN or ISSN:

What type of material is this item?

How many copies do you need?

Additional comments:

For further information, please contact our Acquisitions Department at acquisitions@utb.edu or 956-882-7267.

RESERVES FORM FOR ARTICLES

COURSE/INSTRUCTOR INFORMATION

Name of Professor: * Please enter your name.

Employee ID #: * Please enter an ID.

Course Department:

Name of Course: * Please enter the course name.

Course Number: * Please enter the course number.

Email: * Please enter your email address.
Please enter a valid e-mail.

Phone Number: * Please enter your phone number.

Office Location (Building & Room Number): * Please enter an office location.

ARTICLE INFORMATION

Journal Title (Do Not Abbreviate): * Please enter the journal title.

ISSN:

Volume: * Please enter the volume # of the journal.

Issue: * Please enter the issue # of the journal.

Date of Publication: * Please enter the date of publication.

Pages: * Please enter the page numbers of article.

Author's Name (Last Name, First): * Please enter the author's name.

Article Title: * Please enter the article's title.

Loan Rule Choice: *

Term/Semester: *

Academic Year: *

Remove items at end of semester? *

Carry over to next semester? *

*Note: If no designation is made, material will be pulled 10 days after finals.
Library materials will be returned to the stacks.*

Additional Information:

RESERVES FORM FOR BOOKS

COURSE/INSTRUCTOR INFORMATION

Name of Professor: * Please enter your name.

Employee ID: * Please enter an ID.

Course Department:

Name of Course: * Please enter the course name.

Course Number: * Please enter the course number.

Email Address: * Please enter your email address.
Please enter a valid e-mail.

Phone Number: * Please enter your phone number.

Office Location (Building & Room Number): * Please enter a location.

BOOK INFORMATION

Title (Do Not Abbreviate): * Please enter the book title.

Call Number: * Please enter the call number.

Author's Name (Last Name, First): * Please enter the author's name.

Publisher:

Date of Publication: * Please enter the date of publication.

Edition:

Loan Rule Choice: *

Term/Semester: *

Academic Year: *

Remove items at end of semester? *

Carry over to next semester? *

*Note: If no designation is made, material will be pulled 10 days after finals.
Library materials will be returned to the stacks.*

Additional Information:

SUBMIT

RESERVE FORM FOR PERSONAL MATERIAL

COURSE/INSTRUCTOR INFORMATION

Name of Professor: * Please enter your name.
Employee ID #: * Please enter an ID.
Course Department:
Name of Course: * Please enter the course name.
Course Number: * Please enter the course number.
Email Address: * Please enter your email address.
Please enter a valid e-mail.
Phone Number: * Please enter your phone number.
Office Location (Building & Room Number): * Please enter a location.

MATERIAL INFORMATION

Title (Do Not Abbreviate): * Please enter in the title(s).
Item Type:
Loan Rule Choice:
Term/Semester:
Academic Year:
Remove items at end of semester?
Carry over to next semester?

*Note: If no designation is made, material will be pulled 10 days after finals.
Library materials will be returned to the stacks.*

Additional Information or Comments:

SUBMIT