Library Materials Purchase Procedure

Staff are expected to follow the criteria and procedure for library materials selection as outlined in Policy IJJL.

Upon meeting the criteria and selection procedures as outlined above, staff are required to submit the Library Materials Selection Form to the building principal for approval. See below for the documentation required in this form.

LIBRARY MATERIALS SELECTION FORM

Library Staff: Please complete this form before placing book or other material orders through approved vendors.

SECTION 1
Paste link to the Titlewave or other collection analysis page here:

SECTION 2
Paste the link to the book order:

SECTION 3
Do these titles meet the requirements for collection development as outlined in Policy IJJL?

SECTION 4
Please submit this form to your building administrator.

DRAFT: April 12, 2023