

# PURCHASE REQUESTS

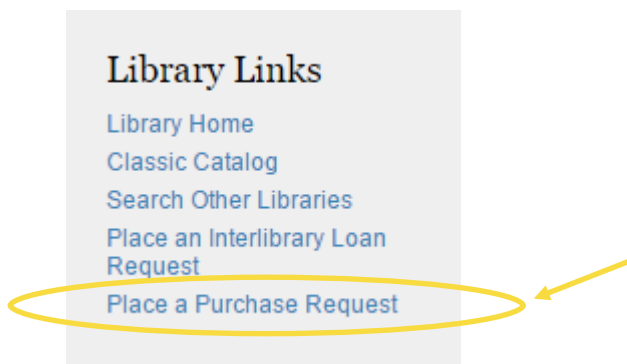


## General Information

- Anyone can suggest or request that the library purchase an item for the collection.
- Submitting a purchase request will also put your name in the hold queue for the item. If we decide to purchase the item, we will let you know when it arrives and we will set it aside for you.
- Purchase requests are submitted to our collection managers for review. Whether or not we purchase an item depends on a variety of factors, including cost of the item, space in the collection, the collection's budget, availability, and community needs or interests.
- In some cases, we may need to reroute a purchase request to Interlibrary Loan.
- We will notify you if we decide to not purchase an item.

## Submitting a Purchase Request

1. Log in to your online account.
2. Click on the "[Place a Purchase Request](#)" link in the bottom right corner of the page.



3. Fill out the form with the requested information. At a minimum, we need a title and an author (or performer for A/V). The more information that you can give us, the better!
4. We will notify you about the status of your request. A purchase request will not appear on your account until it has been ordered, so if you don't see it right away, don't worry!