THE UNIVERSITY OF MICHIGAN

STANDARD PRACTICE GUIDE

SECTION:	Libraries	**Number:**	302.2
		Revised:	11/15/89
SUBJECT:	Book Funds and Purchases for the Collections	**Date Issued:**	
		Attachment(s)	0
APPLIES TO:			
ISSUED BY:	University Library		

I. Policy

Funds are made available to the University Library for the purchase of print and other information resources to support instructional, research, and service activities of faculty, students and staff. Recommendations for the purchase of new titles are encouraged.

II. Procedure

To recommend a title for purchase, forward the request to the appropriate library or, for Graduate Library materials, to the Coordinator of Graduate Library Collections, 209 Hatcher North. Recommendations should include a full description of the item (e.g., for books, the author, title, publisher and price; the distributor or producer of films and other non-print media if known). Dealer's catalogs should accompany requests for titles from antiquarian catalogs.