

We encourage students, faculty, and staff to recommend resources for purchase or subscription.

- Fill out the form as completely as possible
- Requestor must
 - Contact the appropriate [Subject Specialist](#) for pricing
 - Obtain the necessary approvals
 - Forward the approved request to the appropriate [Subject Specialist](#)

Databases & Journals

Database and journal subscriptions require a significant ongoing financial commitment by the University. For several years, the library’s operating budget has been flat, while journal and database costs have steadily risen by 8% to 12%, annually.

Before committing to a new subscription:

- The requesting faculty member, Program Chair and Dean, in consultation with the subject specialist, must identify existing subject/college-specific subscriptions of equal or greater cost for cancellation.
- Program Chairs and Deans may also commit to using college/department funds for new subscriptions that would be managed by the Library
- Please note that subscriptions begin on the calendar year.

Media

The Library is able to purchase instructional media using your college/department funds. Fund, org, account, and program codes must be provided.

RESOURCE DESCRIPTION

| | | | | |
|--|--------------------------------|-----------------------------------|--|--------------------------------|
| Format | <input type="checkbox"/> MEDIA | <input type="checkbox"/> DATABASE | <input type="checkbox"/> JOURNAL | <input type="checkbox"/> OTHER |
| Title: | | | | |
| Author/Editor: | | Edition: | | |
| ISBN/ISSN: | | Publisher : | | |
| Date of Publication: | | Series: | | |
| No. of volumes: | Price: | | Other info: | |
| Priority: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 | | | Notify when available? <input type="checkbox"/> Y <input type="checkbox"/> N | |



LIBRARY & LEARNING COMMONS

REQUESTOR INFORMATION

| | |
|--------------------|---------------|
| Name: | Dept: |
| HPU Email Address: | Phone Number: |

RECOMMENDED FOR

| | |
|---------------------|--|
| Course: | Number of sections: |
| Semester: | Is this course offered every semester? |
| Number of students: | |

IF REQUESTING A DATABASE OR JOURNAL

We, the undersigned, have identified subject/college-specific subscription(s) of equal or greater cost for cancellation.

Name of subscription(s): _____

OR

We, the undersigned, are committed to paying for the ongoing subscription with departmental funds.

| Fund # | Org # | Acct #* | Program # |
|--------|-------|---------|-----------|
| | | | |

*Should be 735040

IF REQUESTING MEDIA

| Fund # | Org # | Acct #* | Program # |
|--------|-------|---------|-----------|
| | | | |

*Should be 735020

APPROVALS

Program Chair signature: _____ Date: _____

Dean's signature: _____ Date: _____