

Electronic Product Purchase Request (Blue Form)

Copy on blue paper and send to Chris Benson, CTS/SER or attach to email to: benson@wsu.edu

Date _____ Priority RUSH/Normal Workflow Print ceased? Yes __ No __

Title _____

Producer/Publisher _____

Fund/Cost Center _____ Price _____

Order Type (see list on page 2) _____

Media Type (see list on page 2) _____

For Databases: Material types included - Journals ____ Monographs ____ Web site links ____ Other ____

URL (if applicable) _____

Add to: Ejournal List Yes/No

Search It! Yes/No (If yes, please complete the Search It! cataloging form beginning page 3)

Approvals as Applicable:

Selector _____

Electronic Resources Librarian _____

Unit Collection Development Head _____

DSC _____

Access Method _____

Location _____

License Restrictions _____

Interlibrary Loan? Yes/No Number of Simultaneous Users _____

Additional Resources Required for Use _____

Passwords _____

Date License Due from Vendor _____

Date entered into ERM if applicable _____

Date Information/Item Sent to Cataloging _____

Send Notification To: _____

NOTES: *Ask for ILL and use statistics. Ask for access by all WSU faculty, staff and students.*

Type entries on this form and then print the form on *blue* paper.

Fill out the form as completely as possible. The better the order information is, the fewer delays there will be.

Order Types: MONO
STO (standing order)
REPLACEMENT
SERIAL SPECIAL
OTHER

Media Types: CD-ROM
DATATAPE
INTERNET
MULTI
OTHER

URL is mandatory for all Internet resources.

Unit approval is needed for new purchases initiated from library units. Broad-based purchases (*e.g.*, FirstSearch) or electronic versions of items for which there is a print counterpart (*e.g.*, e-journals) would not normally require unit approval.

Systems approval is normally required for multiuser CD-ROM and Internet licenses. (Single user, shrink-wrapped licenses do not need negotiation in most cases.)

License restrictions typically include access (who uses?), use (printing, downloading allowed?), interlibrary loanability, number of simultaneous users, and additional resources required for use (*e.g.*, PDF files require Adobe Acrobat software).

Typically, when the license returns from the vendor, the item (or just the paperwork in the case of Internet resources) is given to Cataloging at the same time that the Webmaster is notified. Thus, the license return date is an important date which must be noted.

When cataloging is finished, the Cataloging unit will notify the name(s) listed on the NOTIFICATION line.

SEARCH IT! CATALOGING DATA
Revised 1/26/04

Criteria: A database such as PsycInfo, Biological Abstracts, JSTOR, Univ of Chicago Press Journals that the subject specialist wants available via Search It!

Subject specialist name: _____

Display title (50 characters or less): _____
(e.g., Soc Sci Citation Index)

Alternative title 1 (optional): _____
(e.g., SSCI)

Alternative title 2 (optional): _____
(e.g., Web of Science)

Full Text: Yes No

Search It! Types: Mark one type to be associated with this resource:

- | | | |
|---------------------|-----------------|--------------------|
| Audio | Image | Newspaper |
| Data/GIS | Index | Patent |
| Directory | Librarian | Search Engine |
| Dissertation/Thesis | Library Catalog | Standard |
| E-book | Manuscript | Subject Gateway |
| E-journal | Map | University Archive |
| E-resource trial | Museum | Video/DVD/Film |
| Encyc/Dictionary | Music Score | |

Search It! Categories: Mark categories to list for the resource. Categories in bold are broad categories for resources that cover the full range of the subject. A broad database can also be listed in a non-bold category but be selective on this. Also, databases that cover a full range of subject areas should have the category Multidisciplinary – rather than having a check in every individual category.

- | | |
|--|---|
| <input type="checkbox"/> Accounting | <input type="checkbox"/> BioSystems Engineering |
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Biotechnology |
| <input type="checkbox"/> Agricultural and Resource Economics | <input type="checkbox"/> Botany |
| <input type="checkbox"/> Agriculture | <input type="checkbox"/> Broadcasting |
| <input type="checkbox"/> American Literature | <input type="checkbox"/> Business |
| <input type="checkbox"/> American Studies | <input type="checkbox"/> Cell Biology |
| <input type="checkbox"/> Animal Sciences | <input type="checkbox"/> Chemical Engineering |
| <input type="checkbox"/> Anthropology | <input type="checkbox"/> Chemistry |
| <input type="checkbox"/> Apparel Merchandising | <input type="checkbox"/> Civil Engineering |
| <input type="checkbox"/> Archaeology | <input type="checkbox"/> Classical Studies |
| <input type="checkbox"/> Architecture | <input type="checkbox"/> Communication |
| <input type="checkbox"/> Archives and Manuscripts | <input type="checkbox"/> Company/Industry Info |
| <input type="checkbox"/> Art | <input type="checkbox"/> Composition/Rhetoric |
| <input type="checkbox"/> Astronomy | <input type="checkbox"/> Computer Science |
| <input type="checkbox"/> Biochemistry | <input type="checkbox"/> Criminal Justice |
| <input type="checkbox"/> Bioengineering | <input type="checkbox"/> Crop Science |
| <input type="checkbox"/> Biology | <input type="checkbox"/> Dental |
| <input type="checkbox"/> Biophysics | <input type="checkbox"/> Economic Sciences |

Education

- Electrical Engineering
- Energy

Engineering

- English Literature
- Entomology
- Entrepreneurial Studies
- Environmental Engineering
- Environmental Sciences
- Ethnic Studies
- Film Studies
- Finance, Insurance, Real Estate
- Fine Arts
- Food Science
- Foreign Language & Lit
- Genetics
- Geography
- Geology

Government Information

Health Sciences

- Health Policy & Admin
- History
- Horticulture
- Hospitality Business Mgmt
- Human Development
- Human Nutrition

Humanities

- Information Systems
- Interior Design
- International Business
- Journalism
- Landscape Architecture
- Law
- Library & Information Sci
- Linguistics
- Literature
- Management Operations
- Materials Engineering

Mathematics

- Mechanical Engineering
- Medicine
- Microbiology
- Molecular Biology

Multidisciplinary

- Music
- Natural Resource Sci
- Neurosciences
- Nursing
- Pharmaceutical Sciences
- Pharmacotherapy
- Pharmacy
- Philosophy
- Physics
- Plant Pathology
- Plant Physiology
- Political Science
- Psychology
- Public Relations
- Regional Planning
- Religion

Sciences

Social Sciences

- Social Work
- Sociology
- Soil Science
- Speech & Hearing Sci
- Sport Studies
- Statistical Resources
- Statistics (Mathematics)
- Theatre
- Toxicology
- Veterinary Medicine
- Viticulture & Enology
- Women's Studies
- Zoology

Short Description (250 character limit):