Ordering Library Materials

All academic departments and selected programs receive annual allocations from the library’s operating budget for the purchase of books, e-books, videos, DVDs, and other information resources necessary to support the curriculum in relevant academic disciplines. Department chairs and program directors are responsible for distributing allocations among faculty members or approving-submitting orders on behalf of the department. The library does not supply course textbooks. Titles not published as textbooks, but used as texts in a class are permitted.

Who Can Order
- Check with your department chair or program director for the proper departmental procedures in your area.

Selection Assistance
- Biola Library subscribes to a database called Books in Print, which provides bibliographic information and access to reviews of materials in most disciplines. To access BIP, go to the library website and select Library Databases. You can search for e-books, books in print, books out of print, and forthcoming books by keyword, author, subject, or title.
- Professional journals, online databases, and publisher’s catalogues also are good sources for locating titles and reviews.
- Consulting titles at conferences, workshops, society meetings, or bookstores is a good way to physically peruse titles; however, do not purchase the item yourself. Collect the bibliographic information and submit the information as a request to Library Acquisitions (library.acquisitions@biola.edu).

When to Order
- Library order requests may be submitted from July 1 until October 31 or January 31 each fiscal year.
- One half (½) of the allocation must be ordered against by October 31. Up to ½ of the allocation may be lost if requests are not submitted to Library Acquisitions by October 31. Requests for the remaining allocation must be received by January 31st.
- Multiple orders may be placed throughout the year.
- Please place orders as soon as possible!

How to Order
- Department selectors may send orders by e-mail to Library Acquisitions (library.acquisitions@biola.edu).
- You can e-mail a list directly from the Books in Print database, or you can copy the citation into a Word document and attach it to an email. Books in Print usually provides the complete information needed to order an item. (NOTE: Saving your choices to a list in Books in Print does not send your list to the library for purchasing. You must e-mail the list to Library Acquisitions to have your order processed.)
- You can also create an Amazon “wish list” and e-mail it to library.acquisitions@biola.edu.
- You may also send promotional materials (flyers, catalogs with specific items marked, forwarded e-mail messages, web page printouts, etc.) to Library Acquisitions.

Required Information for Orders
1. Name of faculty member submitting the order
2. Department allocation or other fund for the order
3. Author or editor name
4. Title
5. ISBN (International Standard Book Number, 13 digit number, if available)*
6. List price

*If there is no ISBN, please include other information to assist us in finding the material, e.g. publisher and year or vendor name and catalog number. Attach promotional flyers if information about the title is not listed at Amazon.com or in other standard bibliographic sources.

Rush Orders
If you need a particular item processed by a certain date, please indicate that date on your order form and we will expedite processing. Although we make no guarantees, rush items are usually available within two weeks of the order.

If you have questions concerning the ordering procedure, please contact Eileen Walraven at 562-944-0351, ext 3653.