Schenectady County Public Library

Staff Recommendations for Purchase Procedures

Branch staff are encouraged to recommend items to be added to the collection using the following guidelines.

Recommendations will generally be made for new materials that are not owned by and/or cannot be reserved from other libraries in the SALS/MVLS system; or for high-demand items that have numerous holds on them.

If Central and/or branches other than yours own or are purchasing an item, and you feel that your branch should also have a copy, you may want to recommend it. However, the ordering librarians consider Central and branches as one “pool” and make decisions on what will benefit the whole. It is not necessary (or affordable) for every branch to own every item.

If you feel that your branch is lacking in a particular topic, genre, or author, please contact the ordering librarian directly.

Before submitting a recommendation:

Check the catalog by author, title and/or keyword to see if it is owned or on-order by a library in the SALS/MVLS system. (Warning: Sometimes patrons provide incorrect or incomplete information. If nothing comes up in the catalog, try a keyword search in Google or on Amazon.) If other libraries own or are purchasing the item, AND if it can be reserved, place a hold for your patron. If the item is restricted from reserves, do NOT place a hold.

We cannot place holds on items NOT in our catalog, and we do not keep a record of patron requests, names, or library card numbers. You could tell the patron something like, “I’ll submit this request, and if it’s ordered we can put a hold on it. Please check back [or, check the catalog] in a couple of weeks.”

*Once the item shows up in the catalog as “On-order” staff are able to place a hold, when it goes to “processing” then patrons can place a Hold in the PAC

Examples of when to submit a request for purchase:

- The item is not owned by any libraries in our system (primarily for new items)
- The item is owned by other libraries in our system but not by SCP or branches, and is restricted from reserves
- The author’s (or performer’s) previous materials have been popular and moved well
- The item is part of a series that your branch owns
- The book was written by a local author

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• The title was featured in a local newspaper, program or flyer, or was discussed on a radio book show
• The item has been lost or damaged but is still popular and has good circulation, and you would like it to be replaced
• The item is in high demand and there is a long holds list, so we could use additional copies
• The item is on your local school’s summer reading lists and you do not own it or would like additional copies

Examples of when NOT to submit a request for purchase:
• The item is owned by other libraries in our system and is NOT restricted from reserves
• *The item is out of print, expensive ($40 plus), a textbook, or in a format (such as spiral-bound) that we do not purchase (this information can be found at http://www.barnesandnoble.com/ or https://www.amazon.com/)
• *The item was published over three years ago (this particularly applies to non-fiction)
• *The item will not be released for three months or more
• If a DVD, it is a feature film (these will all be ordered)
• If a novel, it is by a popular author on our Automatically Yours standing order list (these will all be ordered)

*In these cases you can still submit a request, but please note this information on the request and inform the patron that it may not be purchased. For instance, you could say, “I’ll submit this to the ordering librarian, but they will make the final decision”; or, “I’m sorry, we do not purchase textbooks”; or, “According to amazon.com, this item has been delayed/will not be published for another six months; please check back then.”

How to submit a request for purchase:
Adult materials:
  NonFiction: Rob Lang
  Fiction: Leah LaFera
  Music, DVDs: Midwest account
  Periodicals, eContent: Mary Ann Warner
  Mass Market Paperbacks, Large Type, Audiobooks: Ann Moore

Children’s materials:
  Audiovisual: Cathy O’Connor
  Print, periodicals, eContent: Kaela Wallman

Email requests are preferred and faster, although printouts (sent in the delivery) can be used. Be as specific as possible—try to always include the title and author/artist, and if possible the ISBN, price and publication date. Notes can be helpful. For instance, you might indicate, “Not
To send a request of an item already in Polaris by email:

Find the item in Polaris. Right click, and then left click on Preview. Go to the top frame and left click (before the ISBN). Drag the mouse down to the end. The section will be highlighted in blue. Right click, and then right click on Copy. Paste (right click) into the body of your email.

An example:

**ISBN:** 9781613753705 :$12.99

**Author:** Brunstetter, Wanda E.

**Title:** Goodbye to yesterday [compact audio disc (unabridged)] / Wanda E. Brunstetter.

**Edition:** Unabridged.

**Imprint:** Carol Stream, IL : Oasis Audio, c2013.

**Description:** 2 sound discs (2 hr.) : digital ; 4 3/4 in.

**Series:** The discovery, a Lancaster County saga ; pt. 1 of 6

**Summary:** Instead of experiencing newlywed bliss, Meredith and Luke Stoltzfus are faced with the greatest challenge of their young lives.
If you’re printing the request to send via delivery:

Find the item in Polaris. Right click, and then left click on Preview. Then go to the top frame, right click, and then left click on Print Preview. (Now it will look like the page below). Left click and drag downward the little arrows to the left of the Print Preview page. If you don’t do this, part of the information along the top will be cut off. Put printouts into a green bag for the next delivery.
If the item is not in Polaris, go to [https://www.amazon.com/](https://www.amazon.com/) and pull up the item. When it comes up on the screen, go to the address bar at the top of the page (see below) and left click (the link will turn blue). Right click on the blue link and then right click Copy. Paste (right click) into the body of your email.

After you submit the request for purchase

- Tell the patron, “Thank you for your request; we will submit this information to the ordering librarian and he/she will determine it’s something we are able to obtain. If we add this item to the collection you should see it appear ‘On-order’ in the catalog in a couple of weeks.” Due to the large number of suggestions we receive it is not possible to respond individually to each request.

Recommendations are suggestions only, and there can be a number of reasons why an item is not ordered or more likely, a different edition is purchased. For this reason, we ask you NOT to place Holds on items where we are restricted from borrowing all available copies.

When to use the Suggestion to Purchase Form

The Suggestion to Purchase form from the staff resources page can be used when a patron is making the request for purchase. Perhaps the item in question does not fall into the categories described above and the patron still wants to recommend. We still entertain those requests, but it can be submitted via that form instead.

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