

Purchasing Process for Newly Published LUC Affiliated Authors/Editors

Created based on the discussion at CD Steering Committee meeting 4/10/2018

Scope

This document intends to describe the purchasing process for the new books identified by book vendor GOBI-YBP according to our approval profile for LUC faculty authors. It, however, may be applicable to faculty authored/edited books identified via other means, such as the Loyola eCommons.

Default Purchase Criteria

- a) The author/editor is currently affiliated to Loyola University Chicago, including faculty emeritus but excluding Law School or the Health Sciences Division.
- b) The purchase price of the book will be \$200 or less.
- c) For archival copy only, the book is not a new edition of a frequently revised textbook.

Process Workflow

1. Book vendor GOBI-YBP issues notification slips of new faculty authored/edited books on weekly basics.
2. MAC verifies the author/editor's LUC affiliation, verifies existing holding copy in Alma and GOBI, and makes purchase decisions.
3. MAC orders circulating and/or archival copies using the General Book fund (GEN1-403).
4. MAC informs the respective subject liaison about the new faculty book and whether copy/copies have been acquired.
5. When the purchased books are received, MAC catalogs the circulating copy for Cudahy or Lewis Main Stacks depending on the faculty's affiliation, and catalogs the archival copy for University Archives Faculty Publication Collections.

Additional Notes:

- Beginning April 2018, archival copies of the newly purchased faculty books will be cataloged and added to Special Collections Faculty Publication Collection as they are received. They will no longer be held in MAC while waiting for the next annual Faculty Scholarship Celebration event.