

Electronic Product Purchase Request (Blue Form)

Copy on blue paper and send to Chris Benson, TS/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 _____

Collection Manager _____

Head of Collections _____

Head of Systems _____

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.

Collection manager's approval is needed for new purchases initiated from collection divisions. The Head of Systems approval is normally required for multiuser CD-ROM and Head of Collections approval is needed for eResources requiring a license. (Single user, shrink-wrapped licenses do not need negotiation in most cases.)

License restrictions typically include access (WSU ALL, WSU Pullman, etc), use (printing, downloading allowed?), interlibrary rights, 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, it is stored digitally in eRes and in the paper license files in Technical Services. The Head of Collection notifies TS that the license has been completed. Please note the date of the license if known.

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

Revised July, 2010

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):