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Forsyth Library Ordering Resources flyer

Forsyth Library, Fort Hays State University

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ORDERING RESOURCES AT FORSYTH LIBRARY

A part of the library's OOE budget is divided among all departments on campus. Each department has a liaison named to work with the staff in the Acquisitions Department at Forsyth to coordinate the ordering process. This money can be spent for books, videos, CDs, or DVDs that are needed as resources for your department. Please check with the department chair to find the name of the liaison for your area. You must work with this person when requesting materials for the library. We will not pay for "preview" copies that you might have ordered in your department. The deadline for turning in requests for new materials will be announced at a meeting for library and department liaisons. Below are the instructions for loading the online book order form on your computer. This form should also be used for video, CD, or DVD requests. This money cannot be used to begin new journal titles. If you have questions about journals in your area, please speak to Nona Barton, Serials Librarian.

To load the online book order form on your computer:

Go into Lotus Notes

- 1) Click on file, then database, then open
- 2) Change server from local to LNapps/FHSU
- 3) Scroll down to the apps folder, double click on it
- 4) Scroll down to library book request, double click on it
- 5) This will add the icon to your Lotus Notes desktop.

To complete the book/video request form:

- 1) Click on the icon, then the rectangle that says Library Book Request
- 2) Tab thru the form and fill in all the information you have. List author, title, publisher, etc. Don't leave the request by, department, or priority field's blank. Please indicate what type of material you are requesting if it is NOT a book (video, cd, dvd). Put this information after the title.

When you have completed the form, click on Edit Approver List

- a) If the departmental liaison is filling out the form, he/she can click on Entered when Submitted; then on the small box next to that line. When the FHSU address book comes up, enter ord. This will bring up Orders, Book. Click the enter key twice. The liaison can then click on Submit for Approval, and the book request will be sent to the Acquisitions Department.
- b) If a faculty member or department secretary is filing out the form, they should enter the departmental liaison's name. When the liaison receives the book request in his/her email, they will approve it, and send it to Book Orders. We will deny the request if it doesn't arrive in the Acquisitions Department from a departmental liaison.

If you have any questions about ordering materials for Forsyth Library or using this online form, please call Jean Wesselowski in the Acquisitions Department.