

# **Ellender Memorial Library Serials Policy Requests and Donations**

## Section 3 Requests, Donations

### 3.1

#### Submitting Requests

Requests from faculty, students, patrons and the Collection Development Librarian for new subscriptions to periodicals are accepted by the Serials / Electronic Resources Librarian for consideration. Requests can be submitted via email or phone, and will be subject to the criteria outlined in Sections 1.2, 1.2.1, 1.2.2, and 1.2.3 of the Serials Collection Policy ( [http://www.nicholls.edu/library/serials\\_policy.pdf](http://www.nicholls.edu/library/serials_policy.pdf) ). If the Serials Department, in consultation with the Collection Development Librarian, decides in favor of adding a particular title, it is added to the next year's subscription list. If a request is denied, it is kept on file in the Serials Department, with a brief note delineating the reason(s) the title request was denied.

### 3.2

#### Donations

Back issues of serials that are donated are handled through the Gifts and Exchange Department. A donated issue of a title to which we already subscribe will be added to the collection or rejected, according to need. A donated issue of a title to which the library does not subscribe will be evaluated based on the criteria established in Section 1.1.3 of the Serials Collection Policy ( [http://www.nicholls.edu/library/serials\\_policy.pdf](http://www.nicholls.edu/library/serials_policy.pdf) ). Those donated issues that do not meet these criteria will be forwarded to the Gifts and Exchange Department.