Eastwick College
JOSEPHINE HUISKING MEMORIAL LIBRARY

~ Library Resources ~
Acquisition Policy & Request Form

Welcome Faculty! The Library is here to support students and faculty and we encourage faculty participation in collection development. If there is a book or DVD that you think would be beneficial to your class, please use this request form and email to Sisalee Hecht, Eastwick College's corporate director of library services at shecht@eastwick.edu or call Ms. Hecht at 201-327-8877.

Library resources are selected to support the curriculum and enhance the library collection for all users. The library welcomes faculty to assist in reviewing those parts of the collection that are needed for discipline in which they teach. Faculty may participate in the deselection of books and monographs in the subject areas.

Whenever possible, the Library will purchase the hardcover copy of a book. If a hardcover is not available, or if the newest edition is only available in paperback, the library will purchase a paperback copy. The library will only purchase used copies of a book if the book meets specific standards. Books with marking or highlighting will not be purchased. Copies of new library resources will generally arrive within 2 – 3 weeks; please plan accordingly. If you need a book or DVD immediately, please note on the "Comments" section on this form. Faculty will be notified (by email) of the availability of the book or DVD after the book is processed and cataloged. The final location of the material will be determined by the perceived need by the greatest number of students.

If you are requesting a specific book or DVD, please supply the following information:

Complete title: _____

Author: _____

ISBN: _____

Publisher, Editor, and Year of Publication (if possible): _____

Date book or DVD is needed: _____

Comments: _____

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Please complete the following information:

Name _____ **Campus** _____

School email _____**Telephone** _____

If you are interested in the addition of a book on a specific subject but do not have a title, please describe the subject. If you would like to meet with Ms. Hecht to discuss a purchase, note in the "Comments" area.