FACULTY NOTIFICATION FOR NEW BOOKS

1. After new materials are completely processed, a Technical Processes staff member or student removes the order slips.

2. The slips are given to the Collection Development Librarian who sorts them by requestor name, or by appropriate department/division.

3. Order slips for requests made by library faculty members are placed in individual mailboxes.

4. Requests made by other University faculty members are attached to a form notifying them that the requests are available. These are distributed to the appropriate library liaison for perusal and forwarding to the faculty member or department/division.