



How to Order Audio Visual Materials

Faculty, students and staff members are encouraged to recommend videos, audiobooks and music CDs for the Trexler Library. In the case of videos and music CDs priority must be given to titles that will support the curricula and have obvious classroom application. All Muhlenberg students, faculty members and staff may request titles by clicking on 'Find Books, Videos, Music,' under the 'Services and Forms' option click on 'Suggest a Purchase' on the Library's home page.

Submitting requests: Submit audiovisual requests on green order cards as you would with a book order. Please include as much information as you can. DVD format will be ordered if available, please indicate if you would prefer VHS. Yes, we are willing to purchase a title in both formats if you need it. In the case of music CDs, indicate performer preferences. Send the cards to Karen Gruber, in Acquisitions. Green order cards are available by 1) calling or e-mailing the Acquisitions Manager at x3570 (gruber@muhlenberg.edu), or 2) by visiting the Reference or Circulation Desk in the Trexler Library.

Processing requests: When the Library receives a request, the Acquisitions Manager verifies and downloads the order into the on-line public access catalog (OPAC) with the notation "1 copy on order [date]." When the material is received the note will then say "1 copy in process [date]." The actual processing time for audiovisual materials is fairly swift, but **please order early** if you need the materials for a particular course or for reserve. Your original order card will be returned to you when the material is on the shelves, available for checkout.

Special requests: Titles needed for course reserves or classroom use receive priority when marked 'RUSH' and accompanied by the course name and/or number. The requester receives an e-mail when the title is available at the Circulation Desk. Titles marked 'RUSH' can still take awhile to locate. Please use the 'RUSH' designation judiciously.

Funding: There is no departmental allocation scheme for video or music CD purchases, unlike that for books. Requests will be handled on a 'first come, first served' basis, but the library reserves the right to ask faculty to prioritize requests if expenditures appear to be unbalanced. Departments may also use up to one half of their book budgets for A-V materials. When the annual allocation is expended, new orders will be held for charge against next year's allocation.

For information on the status of an order, check the OPAC or call the Acquisitions Office at x3570. To discuss matters related to collection development or the budget allocation call your library liaison:

Kelly Cannon (Humanities).....kcannon@muhlenberg.edu.....x3602
Martha Stevenson (Sciences).....msteven@muhlenberg.edu.....x3601
Jennifer Jarson (Social Sciences).....jarson@muhlenberg.edu.....x3552
Diane Koch (Art).....dkoch@muhlenberg.edu.....x3694
Penny Lochner (Physics).....plochner@muhlenberg.edu.....x3561