

## Requesting a Book:

The library annual allocates funds to academic department for strengthening and updating the collections in their subject areas. These funds are to be used to support research and/or supplemental readings and are not available for required classroom textbooks. Monthly reports of account statuses are emailed to the library representatives to keep them abreast of the balances for the allocations. [Library Liaisons](#) are available to help faculty with order requests and sources for finding titles. The last day to order books is usually the fourth Friday in March. Book orders and requests can be sent directly to the Assistant Director for Collection Management ([galvin@tnstate.edu](mailto:galvin@tnstate.edu)).

Sources for Book Orders:

[Suggest a Purchase Form](#) (sent via email to Collection Management Department)

[Suggest a Purchase Form](#) (downloaded directly into the Library System)

[Books in Print](#) (selections can be emailed to Collection Management)

## Requests for Journal Subscriptions:

Requests for new periodicals titles should be submitted to [Serials@tnstate.edu](mailto:Serials@tnstate.edu). Before sending the order, please check the [EBSCO A-Z List](#), which lists all the library's periodical holdings in all formats. The library prefers to add all new titles in electronic formats, if they are available.

## Requests for Database Subscriptions:

Library prefers to have trials of new databases. Please send requests for new databases to the Collection Management Department with:

- an explanation of which curriculum or classes it will support
- the price
- the contact person

