# Computing and Library Services

# Request for Library Resources Form

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| **To be filled in by requester**  **Name of requester**  **School**  **Department**  **Research Group** | |
| **Resource name/title** |  |
| **Reasons for request**  **(Does this satisfy an area of research, it is needed for a reading list?)** |  |
| **Description of media, e.g. Journal/ Database/other media** |  |
| **When would you like the subscription to start, e.g. next volume etc.** |  |
| **Do you require an archive, e.g. back files for journal titles** |  |
| **Would an Inter-Library Loan satisfy the request?** |  |
| **What would be the impact if we did not purchase this title?** |  |
| **Request for investigation approved by Head of Division/Department** | |
| **Head of Division/Department**  **Signature..................................** | |

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| **To be filled in by Information Resources**  **Approved by:** | |
| **Existing library holdings?** |  |
| **Is requester on the editorial board of the title** |  |
| **Check Repository for recently published articles** |  |
| **Price** |  |
| **Print** |  |
| **Electronic** |  |
| **Is the title part of a big deal or FT database** |  |
| **Is multiyear pricing available?** | **Incl. VAT** |
| **Alternative quotes for backfiles, current year, next year etc.** |  |
| **Authentication** |  |
| **EzProxy, IP, Athens, Shibboleth, Username password** |  |
| **Is a trial available?** |  |
| **Impact factor (JCR)** |  |
| **Peer reviewed?** |  |
| **Hybrid OA title?**  **% OA of last year’s articles** |  |
| **Licence details** |  |
| **Walk-in users** |  |
| **Alumni** |  |
| **Partner Colleges** |  |
| **Commercial** |  |
| **Off campus access** |  |
| **Course packs** |  |
| **VLEs** |  |
| **ILL** |  |
| **Opt-out clause for multiyear deals** |  |
| **Notice period for cancellation** |  |
| **Price cap** |  |
| **Post cancellation access** |  |
| **Preservation, e.g. LOCKSS/Portico** |  |
| **Member of Project Transfer** |  |
| **Checked for disable users** |  |
| **Checked for mobile/tablet access** |  |

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| **Decision to purchase** |  |
| **Recommendation from Information Resources** |  |
| **Comments from Academic Librarian** |  |
| **YES/NO** | **Academic Librarian Signature...............................................** |
| **Head of Division/Department**  **Signature..................................** |  |