# 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..................................** |  |