Did You Know?
Hoosie Library of Philosophy
USC Libraries

Did You Know you can get a jump start on the books you need for your spring courses?

TIME SAVING TIP #2 and #3:
LEAP and Recommend-A-Book requests.

Please click on this first link to read a brief description about these programs. Please note that our Collections Acquisitions Department will order electronic resources when available as the default order.

These programs go beyond IDD because IDD is for book chapters and articles, LEAP and Recommend-A-Book are for the entire book or eBook purchase to be added to the collection.


Here's what the LEAP FORM looks like: (expedited or urgent requests)
Here's what the RECOMMEND-A-BOOK FORM looks like:
(non-urgent requests)
Recommend-A-Book

Recommend a Book

* required field

Before making your request:

- Check that USC does not already own the item in USC Libraries Catalog.
- To request an item to be placed on course reserves, use Ares course reserve system only.
- Use Ares to request DVD's for class curriculum.

1. Standard Purchase Recommendation (SPR)

We encourage USC faculty, staff and currently enrolled students to recommend items for the libraries' collections. Subject specialist librarians will consider all recommendations and make a final decision on whether to purchase items. Submit health science book requests to the Norris Health Sciences Libraries.

To recommend an item, select from the following:

- Nothing selected
- Book
- Journal
- Other (CD, DVD, video, electronic resource, music score, etc.)

If you have an urgent need for the item (within seven days) please use our Library Expedited Acquisitions Program (LEAP) rather than the Standard Purchase Recommendation. Please be aware that if a decision is made to purchase an item, it may take several months to obtain and process it, especially if it is from another country. You will be notified when it has arrived and is ready for circulation.

Some items, especially those requiring ongoing commitments such as journals, or very expensive items such as electronic databases, may fall outside the funding limits and not be purchased immediately.

In addition, the libraries do not purchase textbooks, how-to manuals, best-sellers or materials not relevant to academic programs at USC, such as those pertaining to veterinary medicine.

Submit

For example from the Recommend-A-Book form you select Book, a Book request form will pop up:
To recommend an item, select from the following:

**Book**

**Author/Editor**

First

Last

**Title**

**Publisher**

**Date**

Please select one option below:

- [ ] Print copy
- [ ] e-book

**Edition**

**ISBN**

**Other Citation (OCLC, WorldCat, etc.)**

**Name**

First

Last

**Email**

**Library Barcode Number**

**Status**

- [ ] Nothing selected

**Department**
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Attention: We have a new Instagram account! Click the button below or search for @uscphilolibrary to follow!

USC Philosophy Library

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Our mailing address is:
USC Libraries
3709 Trousdale Parkway, MHP202
Los Angeles, CA 90089

Library Hours -- Fall 2018
Monday-Thursday 9 AM-6 PM
Friday 9 AM-5 PM

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