UCC Library: E-Proposal Guide

The E-Proposal Form (General Use) is for School/Departmental staff who wish to submit book and eBook proposals to their 'Library Representative' for approval. Library materials budgets are managed by Library Representatives within academic Colleges, Schools and Departments. All proposals for new material must be approved by the Library Representative.

Please note that fields, marked with a red asterisk, are required. They are:
- 'Please indicate if you have found existing copies': 'Yes - but more copies are required' OR 'No'. This is to ensure that unwanted duplicate copies of an item are not ordered; please search the Catalogue to check.
- Library Representative Email: Choose from the drop-down menu.
- Your Contact Information

Details of the book you wish to order:

Please enter as much information as is known about the item that is requested. This is necessary to ensure that the correct item/edition is purchased. If there is insufficient or incorrect information provided on the form, staff in Acquisitions may have to contact the proposer to confirm which item is required. This may delay the order. Please note that the ISBN is the best way of identifying an item; as each title/edition has its own unique ISBN. Unless otherwise requested, the latest edition will be purchased.

Info icons 1: Prior to submitting a proposal form, you should familiarise yourself with the information icons which provide important information regarding the following:

- **ISBN**: Some 10 digit ISBNs may have X as the last digit in the number and will not be accepted in the ISBN field of the e-proposal form which only accepts numeric values. Please record any such ISBN's in the notes area of the form. Publishers are phasing out 10 digit ISBNs in favour of 13 digit ISBNs.

- **No. of Copies**: A maximum number of 10 copies of a text can be purchased for the Library. When text is no longer in use e.g. when it has been superseded by a newer edition, only 1 copy will be retained unless other arrangements are made.

- **Format**: All E-resources including eBooks incur a VAT rate of 23%, as do DVDs. Books are exempt from VAT.

- **Currency**: Items are billed at the currency rate at time of receipt by the Library.

- **Loan Type**:
  - Standard loan period: 2 weeks.
  - Short loan period: 1 week.
  - High Demand: 4 hours.
  - Reference only: for consultation within the Library only.
‘If the book is out of print do you wish the library to search for a 2nd hand copy?’
Select Yes/No. In purchasing out of print items staff in Acquisitions take condition/price into account before purchasing. Depending on availability, the price charged for out of print items can sometimes be significantly greater than the list price at the time of publication. Where there is doubt about either the condition of an item or the price being sought, staff may, if necessary, consult with the proposer before making the purchase.

The proposal will be submitted to the Library Representative for approval. Please ensure that the correct email address for your Library Representative is entered; an incorrect email address will prevent delivery of your proposal.

**Your Contact Information:** Please ensure that all contact information is entered correctly. Incomplete or incorrect information may result in delays to proposals being submitted and/or processed. Please note that if you are submitting more than one proposal, all contact information need only be entered once while the web browser session remains active and you don’t navigate away from the e-proposal page.

**What happens next?**

When you are satisfied that all information has been entered correctly, click on the 'Submit Proposal' button. If the information was entered correctly, the proposal will be submitted electronically to the relevant Library Representative for approval. If successful, you will receive a confirmation message stating that ‘Your proposal has been submitted to your Library Representative’. If some of the required information is omitted or not entered correctly, the proposal will not be submitted. In such a scenario, you will be given another opportunity to enter the required information which this time will be highlighted in red. If the Library Representative wishes to approve the e-proposal, they will submit the proposal to the Acquisitions Section, by forwarding the original proposal by email.

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