UCC Library: E-Proposal Guide for Library Representatives

The E-Proposal Form (Library Representatives only) is for Library Representatives who wish to submit book and eBook proposals to be purchased by the Library. Logon with username and password is required - the login details for this form will be supplied to Library Representatives only. (Only designated Library Representatives can submit proposals using this form; Acquisitions must be notified of any changes to Department/School Library Representatives. Please send details of any changes to R.Madden@ucc.ie)

This form is submitted directly to Librarybookproposals@ucc.ie for purchase.

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.
- **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 can lead to delays in ordering the item. 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**: Prior to submitting a proposal form, proposers should familiarise themselves 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 When a text is no longer in use e.g. when it has been superseded by a newer edition only 1 copy will be retained unless other arrangements are made.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 Collection: 4 hours.
  - Reference only: for consultation only within the Library.
If the book is out of print do you wish the library to search for a 2nd hand copy? 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 item or the price being sought, staff may, if necessary, consult with the
proposer before making the purchase.

Library Representatives: Proposals submitted by Library representatives using the restricted
access proposal form are submitted directly to the Library.

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 in the event that more than one proposal is submitted, all contact information
only needs to be entered once, so long as the web browser session remains active and the
proposer does not navigate away from the e-proposal page.

What happens next?

When the proposer is satisfied that all information has been entered correctly, they should click
on the Submit Proposal button.

If successful, the proposer will receive a confirmation message stating that "your proposal has
been submitted to the Library". If some of the required information is omitted or not entered
correctly, the proposal will not be submitted. In such a scenario, the proposer will be given
another opportunity to enter the required information which this time will be highlighted in
red.