# Electronic Product Purchase Request (Blue Form)

Copy on blue paper and send to Chris Benson, TS/SER or attach to email to: benson@wsu.edu

<table>
<thead>
<tr>
<th>Date</th>
<th>Priority</th>
<th>RUSH/Normal Workflow</th>
<th>Print ceased?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
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</table>

| Producer/Publisher |          |                      |               |     |    |

<table>
<thead>
<tr>
<th>Fund/Cost Center</th>
<th>Price</th>
<th>Order Type (see list on page 2)</th>
<th>Media Type (see list on page 2)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>For Databases:</th>
<th>Material types included - Journals</th>
<th>Monographs</th>
<th>Web site links</th>
<th>Other</th>
</tr>
</thead>
</table>

| URL (if applicable) |          |                      |               |     |    |

<table>
<thead>
<tr>
<th>Add to: Ejournal List</th>
<th>Yes/No</th>
<th>Search It!</th>
<th>Yes/No</th>
<th>(If yes, please complete the Search It! cataloging form beginning page 3)</th>
</tr>
</thead>
</table>

Approvals as Applicable:

<table>
<thead>
<tr>
<th>Selector</th>
<th></th>
<th>Collection Manager</th>
<th>Head of Collections</th>
<th>Head of Systems</th>
<th></th>
</tr>
</thead>
</table>

Access Method

| Location |          |                      |               |     |    |

License Restrictions

<table>
<thead>
<tr>
<th>Interlibrary Loan?</th>
<th>Yes/No</th>
<th>Number of Simultaneous Users</th>
</tr>
</thead>
</table>

Additional Resources Required for Use

| Passwords |          |                      |               |     |    |

Date License Due from Vendor

<table>
<thead>
<tr>
<th>Date entered into ERM if applicable</th>
<th></th>
<th>Date Information/Item Sent to Cataloging</th>
<th></th>
</tr>
</thead>
</table>

Send Notification To:

<table>
<thead>
<tr>
<th>NOTES: Ask for ILL and use statistics. Ask for access by all WSU faculty, staff and students.</th>
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</table>


Type entries on this form and then print the form on blue paper.

Fill out the form as completely as possible. The better the order information is, the fewer delays there will be.

Order Types:  MONO
            STO (standing order)
            REPLACEMENT
            SERIAL SPECIAL
            OTHER

Media Types:  CD-ROM
              DATATAPE
              INTERNET
              MULTI
              OTHER

URL is mandatory for all Internet resources.

Collection manager’s approval is needed for new purchases initiated from collection divisions. The Head of Systems approval is normally required for multiuser CD-ROM and Head of Collections approval is needed for eResources requiring a license. (Single user, shrink-wrapped licenses do not need negotiation in most cases.)

License restrictions typically include access (WSU ALL, WSU Pullman, etc), use (printing, downloading allowed?), interlibrary rights, number of simultaneous users, and additional resources required for use (e.g., PDF files require Adobe Acrobat software).

Typically, when the license returns from the vendor, it is stored digitally in eRes and in the paper license files in Technical Services. The Head of Collection notifies TS that the license has been completed. Please note the date of the license if known.

When cataloging is finished, the Cataloging unit will notify the name(s) listed on the NOTIFICATION line.

Revised July, 2010
SEARCH IT! CATALOGING DATA  
Revised 1/26/04

Criteria: A database such as PsycInfo, Biological Abstracts, JSTOR, Univ of Chicago Press Journals that the subject specialist wants available via Search It!

Subject specialist name: ____________________________________________________________

Display title (50 characters or less): ________________________________________________
(e.g., Soc Sci Citation Index)

Alternative title 1 (optional): ______________________________________________________
(e.g., SSCI)

Alternative title 2 (optional): ______________________________________________________
(e.g., Web of Science)

Full Text: Yes    No

**Search It! Types:** Mark one type to be associated with this resource:

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<tbody>
<tr>
<td></td>
<td>Image</td>
<td>Index</td>
<td>Librarian</td>
<td>Library Catalog</td>
<td>Manuscript</td>
<td>Map</td>
<td>Museum</td>
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**Search It! Categories:** Mark categories to list for the resource. Categories in bold are broad categories for resources that cover the full range of the subject. A broad database can also be listed in a non-bold category but be selective on this. Also, databases that cover a full range of subject areas should have the category Multidisciplinary – rather than having a check in every individual category.

- Accounting
- Advertising
- Agricultural and Resource Economics
- **Agriculture**
  - American Literature
  - American Studies
  - Animal Sciences
  - Anthropology
  - Apparel Merchandising
  - Archaeology
- **Architecture**
- **Archives and Manuscripts**
  - Art
  - Astronomy
  - Biochemistry
  - Bioengineering
  - Biology
  - Biophysics
- Biotechnology
- Botany
- Broadcasting
- **Business**
  - Cell Biology
  - Chemical Engineering
  - Chemistry
  - Civil Engineering
  - Classical Studies
  - Communication
  - Company/Industry Info
  - Composition/Rhetoric
  - Computer Science
  - Criminal Justice
  - Crop Science
  - Dental
- **Economic Sciences**
Education
- Electrical Engineering
- Energy

Engineering
- English Literature
- Entomology
- Entrepreneurial Studies
- Environmental Engineering
- Environmental Sciences
- Ethnic Studies
- Film Studies
- Finance, Insurance, Real Estate
- Fine Arts
- Food Science
- Foreign Language & Lit
- Genetics
- Geography
- Geology

Government Information

Health Sciences
- Health Policy & Admin
- History
- Horticulture
- Hospitality Business Mgmt
- Human Development
- Human Nutrition

Humanities
- Information Systems
- Interior Design
- International Business
- Journalism
- Landscape Architecture
- Law
- Library & Information Sci
- Linguistics
- Literature
- Management Operations
- Materials Engineering

Mathematics
- Mechanical Engineering
- Medicine
- Microbiology
- Molecular Biology

Multidisciplinary
- Music
- Natural Resource Sci
- Neurosciences
- Nursing
- Pharmaceutical Sciences
- Pharmacotherapy
- Pharmacy
- Philosophy
- Physics
- Plant Pathology
- Plant Physiology
- Political Science
- Psychology
- Public Relations
- Regional Planning
- Religion

Sciences

Social Sciences
- Social Work
- Sociology
- Soil Science
- Speech & Hearing Sci
- Sport Studies
- Statistical Resources
- Statistics (Mathematics)
- Theatre
- Toxicology
- Veterinary Medicine
- Viticulture & Enology
- Women’s Studies
- Zoology

Short Description (250 character limit):

Available in alternative format upon request.