

**From:** Cecilia Iwala  
**Sent:** Monday, January 23, 2017 1:48 PM  
**To:** Larnell Flannagan  
**Cc:** Cecilia Iwala  
**Subject:** RE: eBook Fund Allocation -deadline is Friday, February 17, 2017

Greetings! I hope this semester has been rewarding and you are looking forward to a successful Spring Semester. As you know, the library mission is to support and enrich the educational programs by providing library services and resources that enhance learning, teaching, research and personal growth and development. For this reason, we need faculty input in selecting materials for their programs. Librarians and faculty must collaborate to select research materials that will be useful to their programs.

Your college(s) (College of Education, College of Professional & Graduate Studies, and College of Graduate Studies & Research?), have been allocated the sum of \$11,000, \$11,000, and \$5,000 respectively **to purchase electronic books (E-books)**. Due to limited physical space, library relocation plan that is in-progress, and lack of technical staff to catalog and process hard copy books, **we recommend that you allot 99% of your allocation to electronic resources**. If you need assistance selecting current titles, please let me know and/or contact your department Liaison as provided in the library's link below:  
<http://www.gram.edu/library/departments/liaison.php>.

If needed, please complete the “**Book Request Form**” that is located on the library's homepage, <http://www.gram.edu/library>. Be sure to complete all the fields/boxes on the form. The book title, author, year of publication, edition, and ISBN must be completed as well as the required email address field. Please provide accurate bibliographic information and indicate print book or E-book under “*Document Type*” on the form. **Our policy limits ordering to one copy per title.** However, we can accommodate additional copies under special circumstances. Prior approval must be sought before orders for duplicate copies are submitted.

Publisher's catalogs are available in the library, room 161, to use for current titles. Also, amazon.com is available if you need bibliographic information. Please email your book orders to [hassens@gram.edu](mailto:hassens@gram.edu) on or before February 17, 2017. If you need additional assistance or have questions/correction, please contact Mrs. Cecilia Iwala at [iwalac@gram.edu](mailto:iwalac@gram.edu) or call 3368 /2568.

Thank you for your immediate response.



**Cecilia Iwala**

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