



JYVÄSKYLÄN YLIOPISTO
UNIVERSITY OF JYVÄSKYLÄ

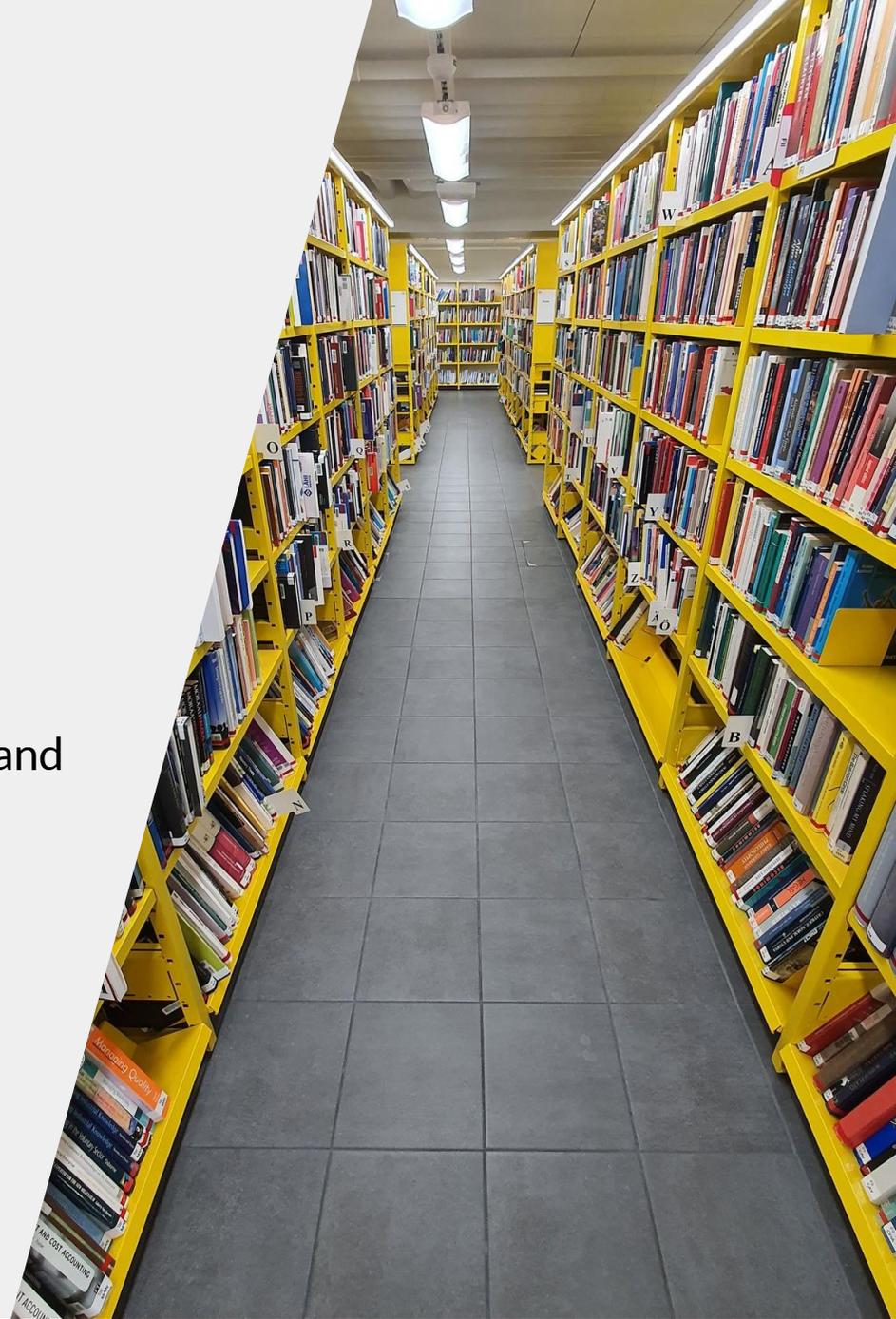
Library acquisitions – how to get the material I need?

Open Science Center, Library Acquisitions Team



General info on acquisitions

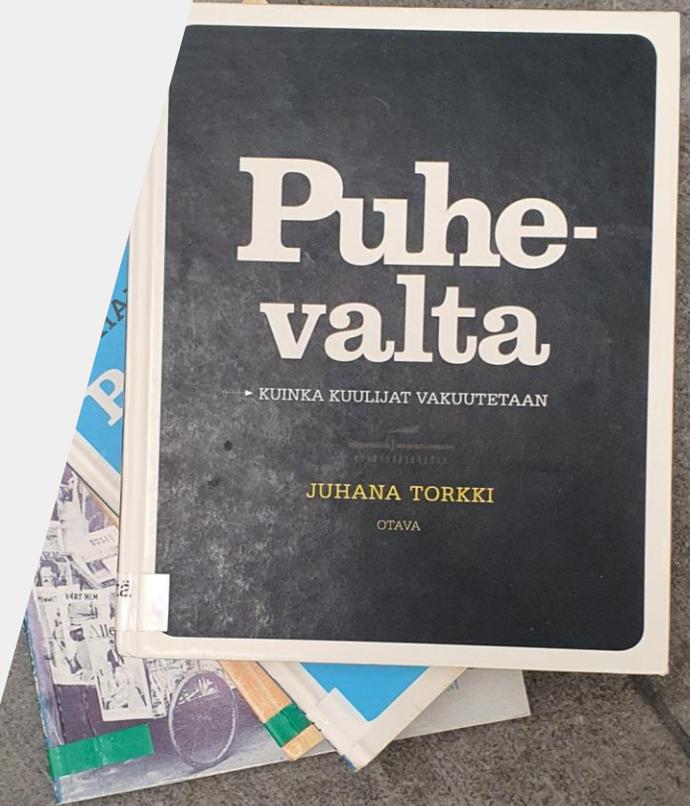
- Acquisitions team is a part of the library services of the Open Science Center.
- We acquire books and other material needs for the university community.
- Library's collections nowadays grow largely by acquisition suggestions made by university staff and students.
 - It's very important to make acquisition suggestions of new and necessary materials to library!
- Acquisitions team's general email: hank-esitys@library.jyu.fi
- Matters concerning course literature: kurssikirjat@jyu.fi





Acquisition suggestion form

- Acquisition suggestions can be made via our acquisition suggestion form: <https://forms.oscapps.jyu.fi/hankintalomake/>
 - Language of the form can be changed to English from the upper right corner
 - As a rule, we wish for one book/journal/article per form.
 - If you've more than one acquisition suggestion at a time, please email us and, for example, attach a list of your suggestions to the email.
- Acquisitions can also be suggested via email (hankesitys@library.jyu.fi).





Course Literature (1/2)

- Library orders literature included in the curricula of the university faculties (=course literature).
- At the moment, we don't receive any direct information of course literature changes made in the middle of the curriculum.
 - It's very important that the course coordinators inform the library of any changes to course literature! These changes include e.g. a completely new course book, a course book removed from the course literature or when the number of students in the course lowers/goes up significantly.
- Teacher: please make the course book acquisition suggestion as early as possible, at the latest two months before the course start!
 - The delivery times of especially foreign printed books vary a great deal.



Course Literature (2/2)

- Loan period of the printed course books is 14 days; printed course book collection also includes short loans whose loan periods are 24 hours or the weekend (= short loan borrowed Friday must be returned by Monday).
 - Students of JYU, who have dyslexia or other learning difficulty, can have longer loan period of 3 weeks to course books: see more from library's [Accessibility-page](#).
- Loan periods of e-books vary from 1 to 7 days: for example, Ellibs e-books' (Finnish e-book provider and platform) loan periods are 7 days.
- While planning the new curriculum, library will collect course books needs and teacher's copies wishes from the departments. Library will also inform the departments about the schedule and other details in new curriculum course books collecting.





Principles of the Course Book Acquisition

- The number of mandatory (printed) course books acquired is equal to one-third of the students enrolled in a class.
 - E.g. for a course of 20 participants, a maximum of 6-7 mandatory course books will be purchased.
 - In the acquisition of alternative course books, the acquired number of books will be relative to other alternative books of the course.
 - For the supplementary course literature, a couple of copies will be acquired.
- E-books and unlimited use -licenses are preferred in the course book acquisition.
 - However, not every e-book has an unlimited license, and usually the access is restricted: for example access can be given to a certain number of simultaneous users or e-book can have an limit to an annual loan amount.
 - In these cases, the same principles apply to e-books as well.
- Acquisition of an e-book for a course book always lowers the number of obtained printed books. In some cases, only an e-book will be acquired.
- Additional course books can be obtained at the expense of the department.



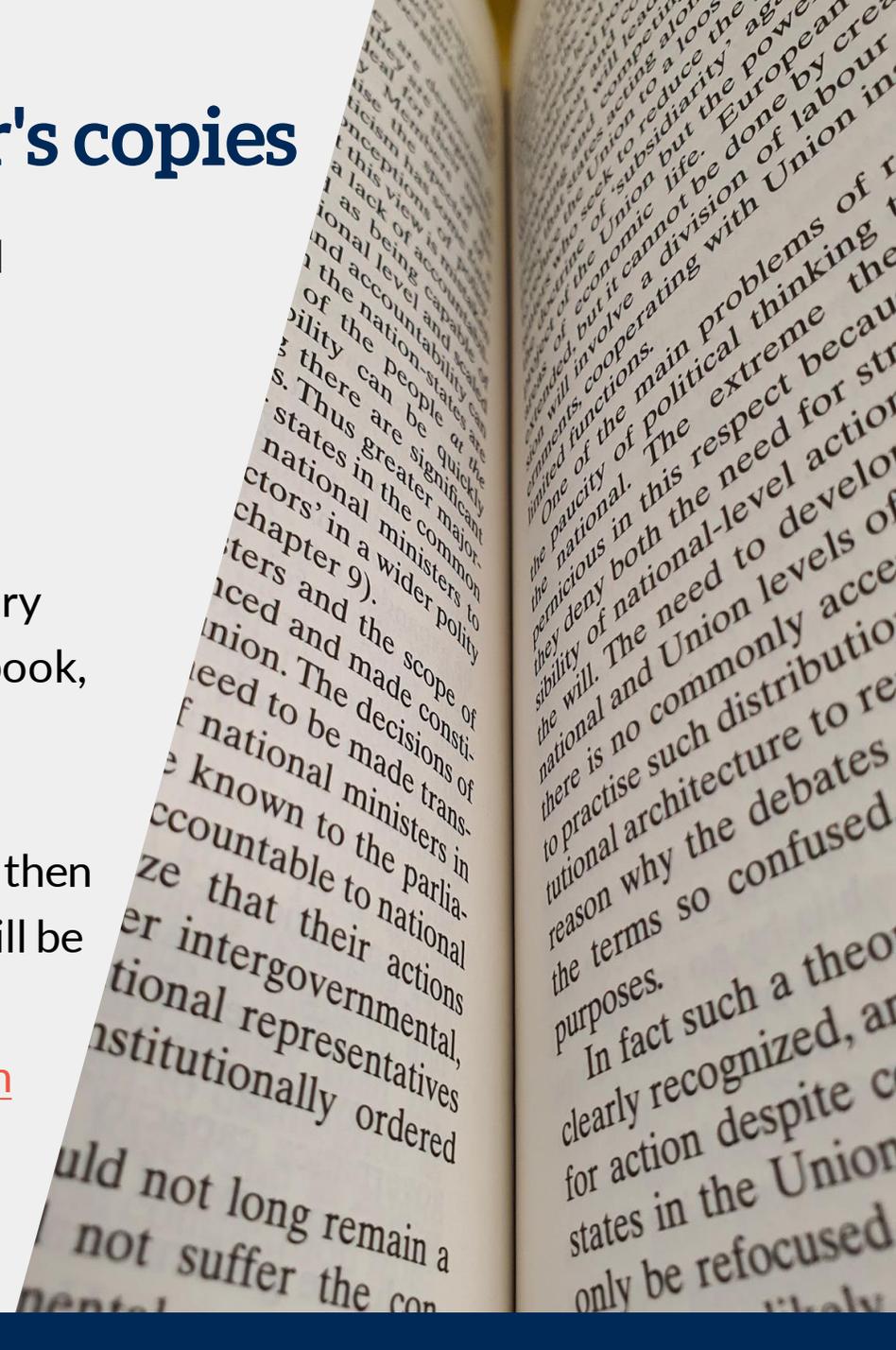
Help with the course book selection: Open Access – collections and course book selection IDs

- We encourage at the library to choose OA-material for your course needs. Any OA books picked for course use should be reported to the library: this way we can add the information of the OA book and a direct link to it in our JYKDOK-database.
- [A list of Open Access collections](#)
- To help with the selection of the e-coursebooks, we have made specific user IDs to the online stores of our main e-book suppliers: [Ellibs](#) (Finnish e-books) ja [Gobi](#) (foreign e-books). With the ID, you can browse the selection of the online stores, search e-books, and check the availability of books and appropriate licences already before making an acquisition proposal. You cannot make any orders with these IDs, and proposals for book acquisitions are still made in the usual way.
 - You can request the user IDs by contacting the acquisitions team (hank-esitys@library.jyu.fi).



Department acquisitions / Teacher's copies

- Library also acquires literature for the use of departments and projects, so-called teacher's copies.
 - University of Jyväskylä has [specific contract suppliers](#) for printed literature: **therefore all literature for work use should be ordered through library!**
 - Department acquisitions are paid by departments, but library will take care of the entire acquisition process: orders the book, receives it, sends the book to the orderer and then directs the bill to the right unit via Financial Services
 - Teacher's copies are printed books: if an e-book is wanted, then library will order it using the library budget and the book will be added to the JYKDOK.
 - Teacher's copies are also ordered via [acquisition suggestion form](#).





Research literature

- Research Literature = General Collection; this collection holds all the books which are needed for research and teaching but are not in course book use.
- Wished literature will be obtained if the book is academic and necessary (e.g., for research, a definitive work of the field, author is a part of JYU staff, etc.).
 - Fiction will not be obtained in principle unless it's for course needs.
- Library will obtain an electronic version of the wished research literature if it's available for reasonable price and if the customer hasn't specifically wished for a printed book.
- The loan period for the research literature is 28 days.
- Staff member can – if so desired - get 3 months loan period for their wished (printed) book: when renewed, the book's loan period will change to normal 28 days.
 - New book reserved by a staff member can be sent to their workstation in the campus area via internal mail. Alternatively, the reserved book can be picked up from the library's service desk (Lähde-building, upper ground floor).



Journals, articles and databases

- You can also suggest a new journal or database subscription via acquisition suggestion form or ask for help in finding a journal article.
 - Library will not acquire single articles in principle since they usually cannot be stored in JYKDOK due to terms of service of the publisher.
 - You can also find help for your article search from these tips: [Find open access articles](#)
- New journal and database subscriptions are made very scarcely and with great thought: one journal or database can cost hundreds or thousands euros annually, and these subscriptions are made with a long-term commitment in mind.
 - If a new order cannot be fitted in the library's budget at the time, we will record this wish and will contact the customer later if we can fit the suggested journal/database into the library budget.



Interlibrary loan service as a support and alternative route of acquisitions

- JYU students and staff can order material for free from the National Repository Library (located in Kuopio).
 - The collection of National Repository Library has its own tab in JYKDOK, and you can also order material in JYKDOK ([instructions](#)).
 - It's very advisable to look through the collection of National Repository Library, especially if the book/article you need is an older publication.
- Through our [Interlibrary Loan Service](#), it's possible to loan material from other libraries as well.
 - Please note that the interlibrary service is subject to a fee: [the current price list](#)
 - Interlibrary loan requests are made with [the same form](#) as acquisition suggestions.



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