

**ELECTRONIC RESOURCE ORDER FORM**

<p>Name of Resource:</p>	<p>Publisher and Address:</p> <p>Contact/Sales Rep.:</p> <p>Phone:</p>
<p><input type="checkbox"/> STANDING ORDER to begin with:          Coverage:          Frequency of updates:</p> <p>Fund:          Price:</p> <p>Requestor:          Coordinator Approval:          Database Selection Committee Approval:          Director's Approval (over \$10,000):</p>	<p><input type="checkbox"/> Blurb attached? _____</p> <p><input type="checkbox"/> License agreement required? _____</p> <p>Notes:</p>
<p><input type="checkbox"/> BACK ORDER or <input type="checkbox"/> FIRM ORDER          Coverage:</p> <p>Fund:          Price:</p> <p>Requestor:          Coordinator Approval:          Database Selection Committee Approval:          Director's Approval (over \$10,000):</p>	
<p><b>FORMAT</b> (check all that apply)</p>	<p><b>LOCATION/NETWORK STATUS</b> (check all that apply)</p>
<p><input type="checkbox"/> CD-ROM</p>	<p><input type="checkbox"/> standalone, location _____</p>
<p><input type="checkbox"/> Diskette</p>	<p><input type="checkbox"/> networked, server _____</p>
<p><input type="checkbox"/> Electronic Journal</p>	<p><input type="checkbox"/> mounted locally</p> <p><input type="checkbox"/> mounted at _____</p> <p><input type="checkbox"/> mounting fee _____ payable to _____</p>
<p><input type="checkbox"/> Internet Database Resource</p>	<p><input type="checkbox"/> number of simultaneous users _____</p> <p><input type="checkbox"/> remote access? _____</p>
<p><input type="checkbox"/> Magnetic Tape</p>	<p><input type="checkbox"/> URL:</p>
<p>Brief Description for Library Web Pages:</p>	

<p><b>HARDWARE REQUIREMENTS</b> (If applicable)</p> <p>1. Will server space be available when first shipment of data arrives?</p> <p>2. Does any hardware need to be purchased in order to make this resource fully accessible?</p> <p><b>FACULTY SUPPORT</b></p> <p>Please list faculty/departments who have indicated they are in support of this request:</p>	<p><b>ADDITIONAL INFORMATION</b></p> <p><input type="checkbox"/> We will own this data.</p> <p><input type="checkbox"/> We will lease this data and can no longer use it after cancellation.</p> <p><input type="checkbox"/> Other:</p>
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**INSTRUCTIONS**

Please supply all applicable information requested on this form. If you have a blurb or other written description of the resource, please supply a copy. Under "Location/Network Status", please check off all categories which apply to the resource. Indicate if remote access will be available for off-campus users; if there is an added charge for remote access, please indicate it in the "price" area.

If you have any questions about how to fill out this form, or need additional information in order to do so, please contact Diane Warner.

The "Brief Description" will be included in the listing for this resource on the Libraries' Web pages. Here is an example of the type of description which is needed:

**Criminal Justice Abstracts**

Provides comprehensive coverage of the major journals in criminology and related disciplines, extensive coverage of books, and access to reports from government and nongovernmental agencies. For each document, a summary of the finding, methodology, and conclusions is provided. Topics include crime trends, prevention projects, corrections, juvenile delinquency, police, courts, offenders, victims and sentencing.