

Purchasing policy for Required and Recommended texts

Submission of a [Reading List](#) or an order for course material via the [Suggestion for Purchase Form](#) will generate the purchase of required and/or recommended texts not already held by the Library.

UTAS Library has an electronic preferred model of purchasing to ensure access to the collection independent of time and location. In line with this model, purchasing of required and recommended texts follows 2 basic principles: -

1. Where an ebook is available it will be purchased in preference to purchasing print.
2. Print copies will only be purchased where no ebook is available or where a specific need is identified.

Following are the purchasing guidelines for texts in ebook and print book format.

Ebooks

- Purchasing of ebooks varies depending on the model of ebook available and the number of students requiring access.
- Preference is always given to purchasing ebooks with no restriction on the number of users.
- Where ebooks are purchased with a restricted number of users (i.e. 1 user), guidelines are applied to determine the number of copies purchased based on the access model and number of students expected to access the book – see *Ebook purchasing guidelines* table
- In the case of ebooks with a limited number of users, library staff monitor usage and purchase further copies as required
- More information regarding eBooks can be found in the [eBooks at UTAS Library](#) subject guide.

Ebook purchasing guidelines

No. of students	Ebook Model No. of copies purchased		
	unlimited users	1 user*	3 user*
0-100	1	1	1
101-200	1	2	1
201-400	1	4	2
401+	1	As required	As required

Print books

- Print books are only purchased when no ebook is available or if there is a specific need for a print book.
- The number of print books purchased is determined by
 - Whether they are a 'required text' or a 'recommended text' - see tables below
 - the number of students per course
 - the number of locations (including distance) that the course is being taught
- The demand for books is monitored and further copies purchased if demand is high.

REQUIRED TEXTS	No. of copies purchased*		
No. of students	1 location	2 Locations	3 locations
0-100	1	2	3
101-200	2	4	6
201-400	3	6	9
401+	4+	As required	As required

**This is a guide only and details such as student load at each location are factored into the number of copies purchased*

RECOMMENDED TEXTS	No. of copies purchased*		
No. of students	1 location	2 Locations	3 locations
0-100	1	2	3
101-200	1	2	3
201-400	2	4	6
401+	4+	As required	As required

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