

Requesting Books for the Library

<http://pages.uwf.edu/LibUtilities/BookOrders/>

**UWF Libraries Book Ordering Utility
FY 2019-20**

[Faculty Book Ordering Instructions](#)

Log In



UNIVERSITY of
WEST FLORIDA

Username

Password

Log In

Click the Log In button and use your ArgoNet credentials.

If you haven't ordered books through the utility before, you'll have to be activated in the system first. Click the button to request activation:

**UWF Libraries Book Ordering Utility
FY 2019-20**

We're sorry! You do not have an active account in the Book Ordering Utility!

Request Activation

Until an administrator activates you, you will see a message like this upon login:

You requested account activation on October 24, 2019.

You will receive an email at pwilliford1@uwf.edu when your account has been either activated or denied.

When you've been activated, you'll receive an email like this:

UWF Libraries Book Ordering Utility - Status Change

noreply@uwf.edu

Dear Paul Williford,

This is to inform you that your request to have your account activated in the UWF Libraries Book Ordering Utility has been approved! You may proceed to order books at <http://pages.uwf.edu/LibUtilities/BookOrders/>

Sincerely,

UWF Libraries

Once you've been activated in the system, this is the menu you'll see in the utility:

**UWF Libraries Book Ordering Utility
FY 2019-20**

Hello, Prof. Williford!

[Order by ISBN](#)
[Enter Order Manually](#)

[My Orders](#)
[Edit My Preferred Departments](#)
[Faculty Book Ordering Instructions](#)

Select Your Preferred Departments for Ordering

Arts, Social Sciences & Humanities

- Anthropology & Archaeology
- Art
- Communication Arts
- English
- Government
- History
- Music
- Philosophy
- Theatre

Science & Engineering

- Biology
- Chemistry
- Computer Science
- Earth & Environmental Studies
- Engineering
- Mathematics & Statistics
- Physics

Health

- Exercise Science & Community Health
- Nursing
- Psychology
- Public Health, Clinical & Health Sciences

Business

- Accounting & Finance
- Hospitality, Recreation & Resort Management
- Management & MIS
- Marketing & Economics

Education & Professional Studies

- Administration & Law
- Criminal Justice
- Educational Research & Administration
- Instructional Design & Technology
- Social Work
- Teacher Education & Educational Leadership

The first time you log in, take a moment to select your preferred department(s). Each academic department has a fund from which to purchase books. If you define your preferred department(s), it will be easier for you to select the fund from which to purchase your requested titles for future orders.

Now you're ready to order!

It's easiest to order by ISBN. Just enter the ISBN of a book you want (with or without hyphens).

Order by ISBN

ISBN

The utility will retrieve bibliographic and price information for the matching book:

Create New Order

Title

Author

Publisher

Pub Year

Edition

Format

ISBN_10

ISBN_13

OCLC #

Retail Price

Est. Cost

Quantity

Location(s) Main Library Prof Studies FWB Campus

Dept/Budget

Ordered By Faculty Order

Email Address

Notify When Available **Hold At Checkout Desk**

Course Reserve **RUSH**

Order Note

Search:

- [UWF Catalog - ISBN - Title](#)
- [UWF eBooks - ISBN - Title](#)
- [WorldCat - ISBN - Title](#)
- [Books In Print - ISBN - Title](#)
- [Bowker Core \(RCL\) - ISBN - Title](#)
- [Amazon - ISBN - Title](#)

Before submitting your order:

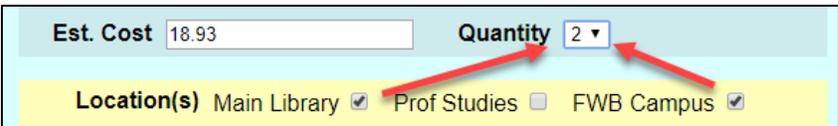
- 1. Make sure it's the book you expected it to be!
- 2. Look for a notice that the book may already have been ordered by someone else. It looks like this:



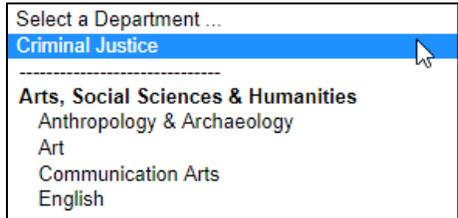
- 3. Check the search links at the right to see if UWF Libraries already owns the title in its physical or eBook collections. Clicking on the "Title" link will automatically check the catalog using an author-title search. Searching by "ISBN" will only look for the exact edition you've retrieved (so you might miss the fact that we own the hardback version of a book you're requesting in paperback). Remember to check our eBook holdings, too! **If we already own it, you probably don't need to order it** – unless you're ordering it for another location.



- 4. Select the **Location(s)** where you want the book to be housed. If it's to support a class you're only teaching at UWF Emerald Coast, select the "FWB Campus." If you want a copy at more than one location, you may request that, but be sure that the **Quantity** requested matches the number of locations.



- 5. Select the **Dept/Budget** that most closely corresponds to your discipline. If you've pre-selected your preferred departments, they'll appear at the top of the list.
- 6. Click on the "Load My Info" button to automatically load your name and email address into the form:

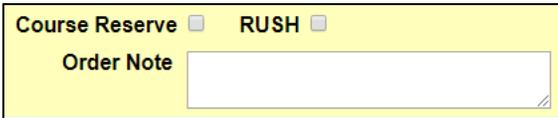


For subsequent orders, the utility will remember the name, email address, dept/budget and location(s), you used for your most recent order and pre-load that information into the form. You may change those as necessary.

- 7. You will automatically be notified via email when the item you've ordered is available for use in the library. If you'd like it to be held for you to check out, simply select **Hold at Checkout Desk**. If you choose "Hold at Checkout Desk," you will only be notified when the item is at the desk ready for you to check it out.



- 8. If you'd like the title placed on **Course Reserve** for your class or want to request **RUSH**, mark those requests on the form as desired. If you mark it for Course Reserve, be sure to tell us which class it is for using the **Order Note** field. You may also use **Order Note** if you want to communicate something about it to the library (or want to maintain a note for your personal use).



- 9. Now you may **Submit** your order request! The subject librarians will review your request and may ask you for more information before ordering it.

You can also submit book order requests **manually** using a blank form to enter author, title, etc. Remember to enter the author's name in the *Lastname, Firstname* format!

However, to minimize the chance for errors, we prefer you utilize the **Order by ISBN** option described above for placing your requests.

Create New Order

Title

Author

Publisher

Pub Year

Edition

Format

ISBN_10

ISBN_13

OCLC #

Retail Price

Est. Cost **Quantity**

Location(s) Main Library Prof Studies FWB Campus

Dept/Budget

Ordered By **Faculty Order**

Email Address

Notify When Available **Hold At Checkout Desk**

Course Reserve **RUSH**

Order Note

From the main menu, you may also click on **My Orders** to review the titles that you have requested and check the status of each request:

My Orders

7 Records

Show Locations
 Show 'Ordered For'
 Show Order Notes

Title	Author	Format	Qty	Total Price	Department	Modified	Status	Action
Abuse : An Encyclopedia of Causes, Consequences, and Treatments	Skaine, Rosemarie	Print	1	\$ 35.27	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
Analyzing Criminological Data	Miethe, Terance	eBook	1	\$ 88.00	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
The Color of Justice : Race, Ethnicity, and Crime in America (6 ed.)	Walker, Samuel	Print	1	\$ 131.93	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
Deaths after Police Contact : Constructing Accountability in the 21st Century	Baker, David	Print	1	\$ 99.99	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
From the War on Poverty to the War on Crime : The Making of Mass Incarceration in America	Hinton, Elizabeth	Print	1	\$ 18.93	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
The Handbook of Measurement Issues in Criminology and Criminal Justice	Bynum, Timothy S.	Print	1	\$ 189.15	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
Mass Shootings : Media, Myths, and Realities	Schildkraut, Jaclyn	Print	1	\$ 48.00	Criminology	Oct-24-2019	Sent to Librarian	<input type="button" value="View"/>
7 unique titles	7 unique authors	2 formats	7	\$ 611.27	1 department		1 status	