

Book Ordering Process

The English Department used to receive book slips from the library to go through to select what books the department would be interested in purchasing. Since the library no longer receives slips for books available to be ordered, the process for requesting books to be ordered for the library has changed.

Instead, Book catalogs from various publishers will be routed to the departmental representative in the English department (Sandy /Hughes), so that anyone wanting look through the catalogs for new books in their area of expertise may do so.

Book ordering

The process has gotten much easier!

1. Send email to elisabeth.knight@wku.edu
2. Body of email should state: Please order the book /following books
 - a. Book Title
 - b. Author
3. Preferred book format (if necessary). [Ebooks will be the preferential order form of choice unless otherwise stated].
4. Add any special notes if needed (like: please rush order, need by Nov. 15,th notify me when this arrives, etc.)

Example:

To: elisabeth.knight@wku.edu
(I will know who it's from from your email address)

Please order the following book:

The Scarlett Letter

Nathaniel Hawthorne

Ebook

If the library already owns a book you think we should have in an Ebooks format, please let me know. Not everything is available as an Ebook, but we'll check monthly to see if it has become available in that format. Once it is available, we will order it.

Questions, concerns? Send me an email!