Ordering E-Resources During Tech Services Freeze

# Guidelines for ordering e-resources during the technical services freeze

The Technical Services Freeze begins April 1, meaning little to no work on cataloging and acquisitions until after we go live in Alma on June 1.

We can buy the following (in order of priority):

       *E-book for a course*

       *Streaming media for a course*

       *E-book for research*

We cannot buy any:

       Rental e-textbooks (we are not set up for rentals)

       Non-Academic e-resources (ex. Leisure reading, listening, or watching)

Please try to limit the choices to Gobi eBooks orders. Depending on the provide, we can have an e-book ready within 1 business day, after it is selected and ordered.

Before April 1, we can add new e-resources in the current catalog. On April 1, we hope to have a LibGuide set up to display the title, ISBN, platform and type of access, and the link to the e-resource.

Once we migrate to Alma/Primo, we hope to be ready to return to a regular selection and ordering process for all resources by the June 1 go live date.

We recognize this is not ideal for anyone and very much appreciate everyone’s support during these unusual circumstances.

# E-Resources Ordering Workflow

**Our TSCM workflow is**:

1. Melanie and Joanna will continue to monitor and send orders to Teresa (ebooks) or Wade (streaming media).
2. Teresa and Wade will complete the purchase and then send the title, URL, and the eISBN (or equivalent) of the activated e-resource to Lili Klar (cklar@clemson.edu).
3. Lili will add this information to a tab (that will be activated on 4/1 to display) on the Online Learning LibGuide: <http://clemson.libguides.com/onlinelearning>.
4. Melanie, Joanna, Wade, Derek, and Teresa will continue to upload receipts and invoices in the appropriate folders in Box, created by Karen Littleton.
5. We will not be able to post payments in Millennium during this time. Please keep track of these orders and we will post payments in Alma, in post-migration.