

Library

Refer to the Mickel Library webpage for information on all library services for faculty members and for your students.

<https://www.converse.edu/academics/mickel-library/>

Ordering Books and Other Materials for the Collection

- Faculty members may request the purchase of books, DVDs, scores, CDs, and other library materials with the approval of their department chair (or their designee). Such requests must be submitted to the Library between July 1st and April 1st in order to provide enough time for purchase and payment within the fiscal year. Book request cards are available in the Library.

Allocation of Funding for Books and Other Library Materials

- Each academic department receives a portion of the book budget based on established criteria, including size of department, number of students, and average cost of material by subject area. Part of the budget is reserved for reference works and standing orders. Scores and recordings are charged to separate accounts. NEH and other endowed funds are allocated according to grant requirements.

Academic journals and other periodicals are provided in a number of formats, including electronic, print, and microform. Recommendations for the purchase of subscriptions to new periodical databases and/or individual titles are considered in accordance with the continuity of the collection and the availability of funds. Subscriptions are paid from periodicals, online materials, and other relevant accounts (excluding book funds).