

## Consideration File

Each librarian will keep a consideration file (paper, spreadsheet or online) of books and other materials that would be suitable purchases for the library. Second and replacement copies that need to be purchased should be added to the file also. Additionally, titles refused on an order because of out-of-stock status should be filed/listed here. When building an order, the consideration file will be consulted first for titles to order. It is important to keep a list at all times because you never know when you may receive money!