

Library Purchasing Process - effective July 1, 2023.

The University Library has 3 primary areas that make the bulk of the Library's non-collection purchases: the Library Business Office, the Library Stores/Facilities, and Library IT.

If you need...

Non-technology related purchases (items and services)* that have typically gone through the Library Business Office or the Library Stores/Facilities should be entered into the Purchasing App (<https://my.library.illinois.edu/purchasing/>) which is part of the My.Library portal. After using the Illinois Login, "Purchasing" is located at under the Finance toolbar. Once in the system, the request will be directed to the correct area (Business Office or Library Stores/Facilities) to process the order.

The Purchasing application provides a better process of sending requests through the approval queues as well as tracking requests. Requesters can see where their transaction is in the process. Once the transaction/order has been processed, the application will be updated with the transaction number and an email will be sent to the requester.

*Non-technology item would include but is not limited to office supplies including paper, toner, ink; specialty department supplies, and office equipment. Services such as: Printing, transcription, contracts, service contracts, catering, travel/lodging for events, room rentals, sponsorships, writing services, advertising/marketing, travel awards, software usage licenses, conference registration, graphic design, employee reimbursements, bus rentals, and proofreading.

All technology related purchases (equipment and software)** should go through Library IT. Purchase inquiries should be directed to Library IT via the Library IT Help Desk, help@library.illinois.edu, [TDX Ticket](#), or 217-244-4688.

**All information technology equipment (computers, laptops, scanners, printers, bar code readers, cameras, etc.) and software (software licenses, software as a service subscription, etc.)

The exceptions to the technology purchases are:

- Standard meeting/phone devices for individual users on [the predefined list](#) may be ordered by Library Stores/Facilities through the Purchasing App.
- Printer supplies (paper, toner, ink, etc.) may be ordered by Library Stores/facilities through the Purchasing App.
- Scholarly Commons/Media Commons and the IDEA Lab related purchases will continue to coordinate with Library IT.
- Personal purchases can be made on the WebStore by individuals.

Any Library Collection item will continue to be purchased through Acquisitions/Collections. See the Acquisition's page for additional information - <https://www.library.illinois.edu/staff/acquisitions/>

Directions on how to submit a request in the Purchasing App can be found on the Library Business Office website - <https://www.library.illinois.edu/staff/bhrsc-business-services/>. If you have questions on how to use the Purchasing App, please send a message to BHRSC (bhrsc@library.illinois.edu).

Updated 11.17.23