Suggested Purchase
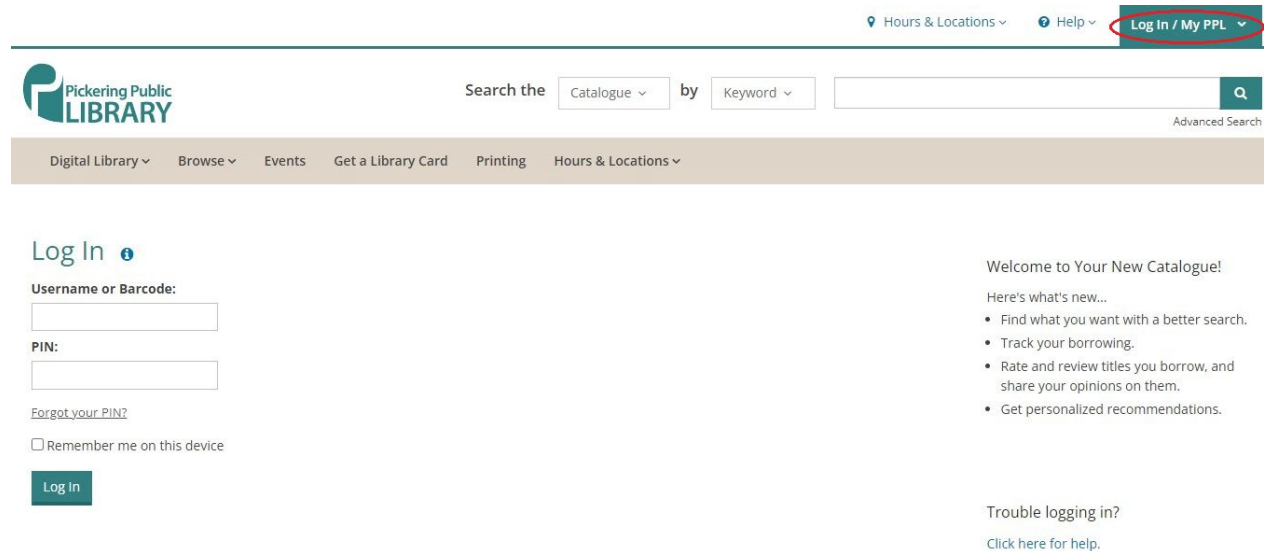Looking for something we don't have in our collection? We welcome suggestions anytime for purchases of library materials. Be sure to check the library catalogue before submitting a suggestion as the item may already be owned or on order. Please review the information below to guide you in submitting a Suggest for Purchase Request.

How to Submit a Suggest for Purchase Request

1. Log in to your library account.

2. Under your account name, navigate to the tab "My Library Dashboard"

3. Click "Submit a Suggestion" and fill in the form that appears.

FAQ's

Q: What kinds of formats can I suggest?
A:
- Audiobook CD
- Blu-ray disc
- Book
- Book Club Kit
- Downloadable Audiobook
- DVD
- eBook
- Graphic Novel
- Large Print Book
- Magazine
- Newspaper
- Video Game

Q: What kinds of items are generally approved?
A:
- New materials
- Diverse materials
- Items that are commercially available

- Items that address gaps in the collection
- Items that are available for purchase through library wholesalers
- Items with broad community appeal
- Items within the Library's budget

For more information on how materials are selected for inclusion in the collection, please refer to Section 8 of the [Resource Development Policy](#).

Q: If I am a local author, how do I suggest that the Library carry my book?
A: If you are a local author, please read the [Local Author/Creator Collection Policy](#) and complete Appendix 1.
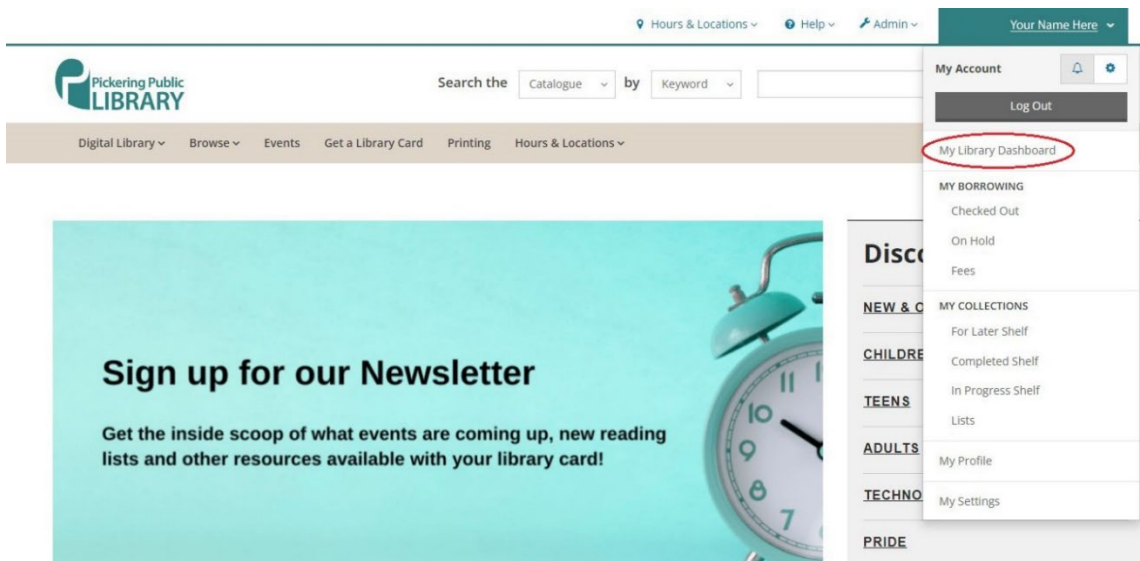
Q: Is there a limit to how many items I can suggest?
A: You can suggest up to 100 items per month.

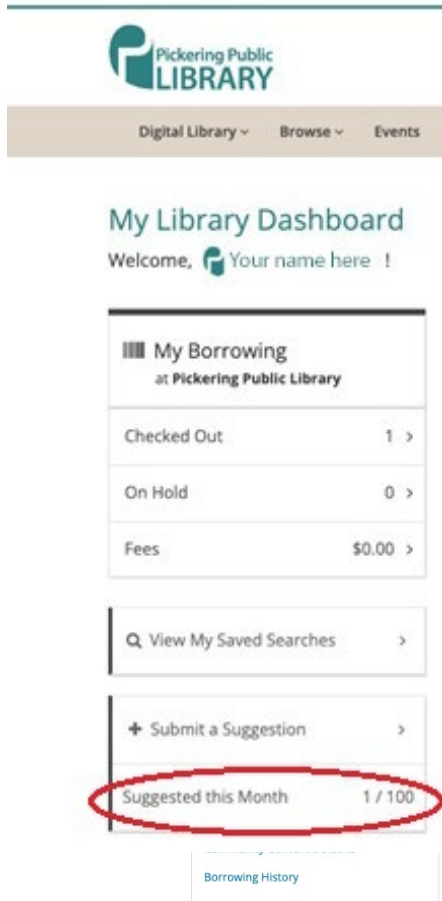Q: How long does it take for my suggestion to be reviewed?
A: Please allow 1-2 weeks for selectors to review your suggestion.

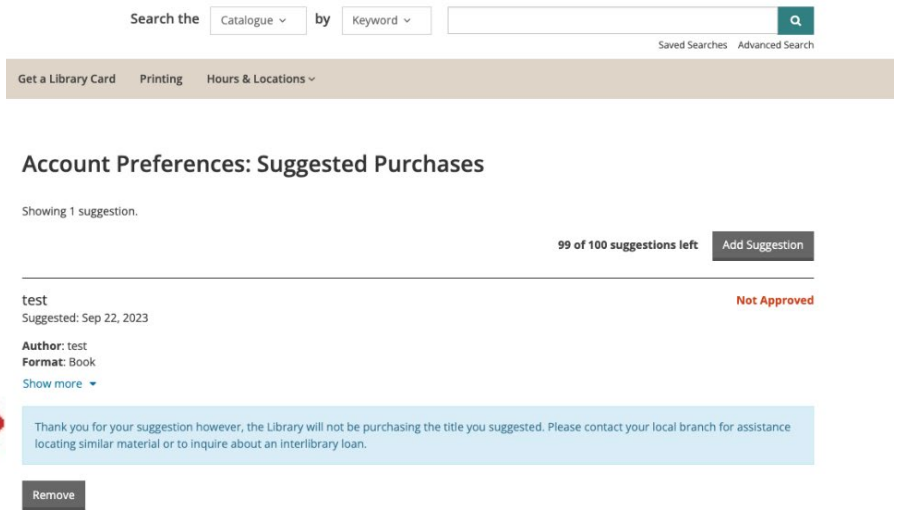Q: How do I find out if the item I suggested has been approved?
A: 1. Log in to your library account and click on 'My Library Dashboard'

2. Below 'Submit a Suggestion', click on 'Suggested this Month'

Pickering Public LIBRARY

Digital Library ˅   Browse ˅   Events

My Library Dashboard
Welcome, Your name here !

▐ My Borrowing
at **Pickering Public Library**

Checked Out	1 ›
On Hold	0 ›
Fees	$0.00 ›

| Q View My Saved Searches | › |

| + Submit a Suggestion | › |

| Suggested this Month | 1 / 100 |

Borrowing History

3.   Within your 'Suggested Purchases' you will be able to see whether your suggestion was approved or denied and the reason behind the decision.

Search the Catalogue ˅ by Keyword ˅ [   ] Q
Saved Searches   Advanced Search

Get a Library Card   Printing   Hours & Locations ˅

Account Preferences: Suggested Purchases

Showing 1 suggestion.

99 of 100 suggestions left   **Add Suggestion**

test   **Not Approved**
Suggested: Sep 22, 2023
Author: test
Format: Book
Show more ▾

Thank you for your suggestion however, the Library will not be purchasing the title you suggested. Please contact your local branch for assistance locating similar material or to inquire about an interlibrary loan.

Remove

Q: How do I access the item I suggested if it has been approved?
A: Once the item has been approved, it should appear in the catalogue within 1-2 weeks as "on order." Once it is on order, you can place a hold. Please note that due to the number of suggestions we receive, library staff cannot automatically put you on hold for your suggested item(s).