

PRELIMINARY PROCEDURE FOR REQUESTING THE ACQUISITION OF BOOKS CHARGED TO A NEW RESEARCH PROJECT

1. The **principal researcher must request the registration of the project in ALMA** by filling out the corresponding [form](#) and informing the library of all of the details of the new project:
 - Project name
 - Project code (example: GV/2010/034)
 - Specific account code in SICUV (example: 2011-0086)
 - Project manager
 - Email
 - Phone number
 - Address of the financial management unit that will process invoices and the head of that unit
 - Name and institutional email of the users authorised to request purchases and/or borrow material under the project
 - Other information

2. **The form must be submitted with the signature of the project manager to the Humanities Library, which will handle purchases and process the procured material at the project's expense.**

3. This process can be completed:
 - **In person** at the Acquisitions and Technical Process section of the library.
 - By **internal mail** to:
 - Biblioteca d'Humanitats Joan Reglà
 - Acquisitions and Technical Process
 - Carrer Arts Gràfiques, 13
 - 46010 València
 - By **email** to the Acquisitions and Technical Process section (humadqui@uv.es) with a copy to the Loans section (humaprestamo@uv.es)

4. **The library will provide the funding code for identifying the project** to the principal investigator. This code must be identified when the material is requested.
5. The **request for the acquisition of materials at the project's expense** can be completed by filling out the [form](#) available on the Humanities Library webpage.

TO BE NOTED

- The **Loans section will inform** the personal investigator of the [types of loans](#) that can be requested: "**Research loan**" or "**General loan,**" as well as the possibility of requesting an "**Office loan.**"
- The **project's principal investigator** as well as **authorised users can request acquisitions and borrow the books acquired.**
- **All loans** of acquired material for a project **will processed under the name of the principal investigator** even if the material has been borrowed by other authorised persons.
- If **requests for the purchases or loans of material** at the project's expense are received from **non-authorised users**, the principal investigator will be consulted.
- It is essential that each request **indicates the funding code** that the library has assigned and provided to the principal investigator in order to avoid confusion and possible error.
- It is advisable to **report an allocation in each financial year** in order to be able to control expenditure. Otherwise, the library will assume that the project manager is in control of the expenditure and all requests will be processed.