Using BIP (Books In Print) to Submit Book Purchase Suggestions to the Library

Books In Print (BIP) is a source for out-of-print, forthcoming, and in print materials. Audio-visual and electronic materials are included in the database. It provides the publishing and availability information that the Library needs to order these materials.

1. Connect to the MCC Library Website at www.mclennan.edu/library.
2. Click on the link to “Databases by Title” or “Databases by Subject”.
3. From one of the Database pages, choose “Books In Print.”

4. On the BIP website you may search by title, author, keyword, or ISBN (International Standard Book Number) by using the “Quick Search” feature.
5. The “Advanced Search” feature offers numerous search combinations, which include subject searches. Limitations may be placed for type of audience or materials with reviews.
6. Once an item is located in BIP, you may choose the “E-Mail” tab in blue below the yellow and orange tabs at the top of the screen.
7. An “E-Mail Selected Records” box appears where you may type in the e-mail address of your Library Liaison __________________ at ______________@mclennan.edu, or the Collection Development Librarian at thugo@mclennan.edu. You may view the Library Liaison list at www.mclennan.edu/library/liaison.html. The box offers options for sending full or brief records of the selection. You may also send additional information such as the accompanying review. Please indicate who sent the e-mail in the Comments box.

8. There is a “User Guide” link for further information on the use of Books In Print located in the upper right-hand corner of the screen.