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**University
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From: "Michael Mitchell" <michael.mitchell@louisiana.edu>

To: csaft@louisiana.edu

Cc: "Sheryl Curry" <sherry@louisiana.edu>

Sent: Thursday, October 18, 2018 10:24:29 AM

Subject: Department Journals and Databases

Dr. Saft,

I am the new Head of E-Resources and Serials Department at the library. As part of my work managing our collections of journals and databases, I have assembled information packets for all departments listing several things:

1. The journals which the library is currently subscribed to for the department (along with their details)
2. The total budget available for the department's subscriptions
3. A list of the databases which we currently access relevant specifically to the department
4. A list of the databases which we currently access relevant to all departments

I have attached to this email the packet for your department. If you have any questions, please feel free to reach out to me; if you would like me to come by to explain the subscriptions in person or at a department meeting, please do not hesitate to ask. You can also reach out to your library liaison, who I have CCed on this email.

Please be aware that we renew our journal subscriptions in October. For this reason, I highly encourage your department to prepare their desired subscriptions changes for the year (any deletions, additions, or swaps) in summer as this is the best time to enact changes to our subscriptions.

Thank you,

Michael Mitchell
Head of E-Resources and Serials Department
Edith Garland Dupré Library
University of Louisiana at Lafayette
337-482-6197
michael.mitchell@louisiana.edu