Dear Approval Plan Selector,

This will be your last set of printed slips. In the future, you will receive the slips electronically (via email) every 2 weeks. The email you receive will look like this:

![Email example](image-url)
You will need to click on the link in the email (or copy and paste the URL listed at the end of the message into your web browser). This will open a window in your browser as follows:
The same selection criteria as before (with the printed slips) will apply. If you are interested in having the book in our library but want us to check its availability within the state (how many libraries within OhioLINK already own it), simply select the title by clicking within the vertical border to the left or right of the entry.
If you want the library to purchase a book regardless of how many copies are available in the state, select it by clicking on the vertical border (as described above), then click on the word Add... next to the Library Note field.
and type in your initials in the window that opens. Then click on Ok:
When you are finished selecting books, click on the **Recommend** command at the left of the screen:

```
Goal: Recommend Notifications - Microsoft Internet Explorer
```

Finally, let us know if you would like others in your department to have the opportunity to select books from our approval plan. We have the ability to send these email messages to more than one individual at a time. I appreciate your cooperation in the transition. If you have any questions or would like a personal demonstration on using the electronic approval slips notification system, please do not hesitate to contact me.

Sincerely,

Rob Kairis  
Library Director  
Kent State Stark  
330-244-3326 (or ext. 53326)