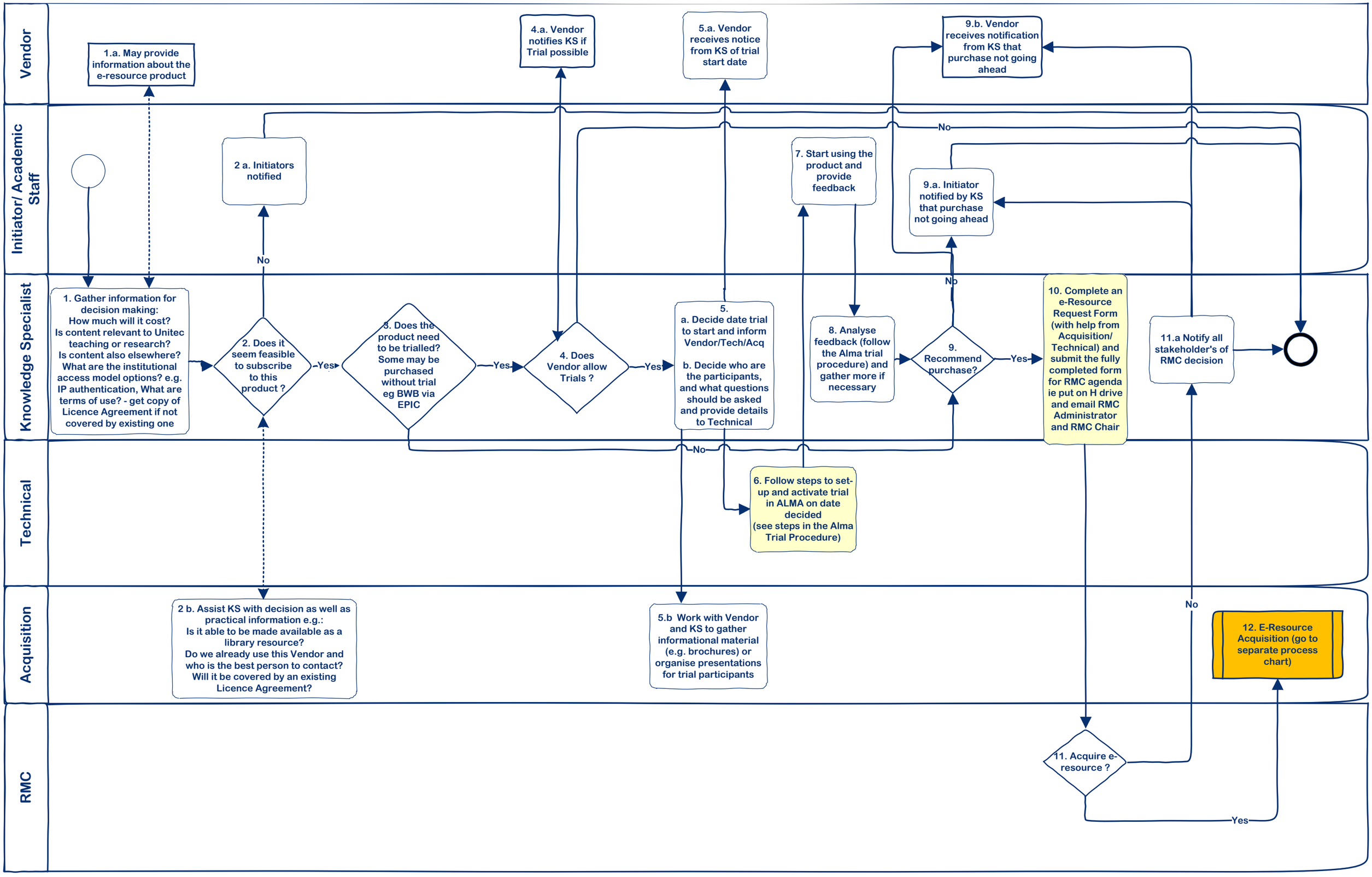E-resource trial and new acquisition request process – final version as at 14 June 2016 – edited 5 August 2016