

Department Representatives' Collection Development Manual

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Introduction:

The Department Representatives' Collection Development Manual is a resource for existing and new faculty subject specialists who order books and audiovisual materials to support the curriculum in their departments or programs at Towson University. The manual is designed to provide an overview of the collection development policies and procedures at the Albert S. Cook Library. Department representatives should refer to the manual when they have procedural or policy questions that surface when selecting library materials or interacting with Liaisons, Acquisitions and Cataloging staff in the library.

Department Representative Responsibilities:

1. Know your department's focus and current curriculum.
 - Discuss library collection needs at Department Meetings
 - Meet and survey the individual faculty in your department as much as possible to find out how their students use the library and what their students are researching
 - Check with the Assistant University Librarian for Content Management (x44926)) to see what books in your discipline are being requested from other USMAI libraries by Towson's students and faculty.
2. Know your collection
 - Know and keep a list of relevant publishers; scan catalogs; include small presses
 - Know your Yankee Book Peddler (YBP) profile for new publication forms and options for editing it; or use YBP's GOBI to see what has been published recently in your discipline. Call Mary Gilbert, Assistant University Librarian for Content Management, at x 44926 if you have questions about your YBP profile or YBP's GOBI.
 - Check the stacks in your subject area; know which Library of Congress classification numbers are relevant to your department's curriculum
 - Become familiar with basic reference sources for your area
 - Know core journals in your field; monitor price and use of subscriptions; watch for changing research trends in your department's curriculum

3. Spend your department's library allocation as quickly as possible. If enough orders are not sent by the Nov 1 and Feb 15 deadlines, the librarian liaisons for your department will finish spending the allocation on materials supporting the discipline.
 - Solicit orders from department faculty
 - Review YBP forms for possible purchase
 - Send more orders than needed and prioritize orders. Please note if you need the material by a specific date and indicate the semester (i.e. Fall, Spring, Summer) needed for Reserve
 - Meet the Library Deadlines:
 - a. November 1—enough orders to spend half of allocation
 - b. February 15—enough orders to spend remainder of allocation
4. Attend the September Library Update meeting to find out about new services and resources in the library
5. Share library information with your department. Calendar for library updates:
 - Allocation and order deadlines letter (August/September)
 - Materials received and costs in past fiscal year report (August/September)
 - Annual Library Update Meeting (September)
6. Respond to library surveys and requests for information

Collection Development Policy

Cook Library's Collection Development Policy is on the library's web page at <http://cooklibrary.towson.edu> under "About Cook Library".

The first priority for collection development is to support the curriculum at Towson University. The library cannot afford to buy all materials needed for specialized research by faculty, students and administrators; however, the library does offer services such as interlibrary loan, document delivery, and online database searching that can provide access to materials needed for research.

Questions and Answers for Collection Managers regarding Acquisitions/Cataloging

Acquisitions

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Answers

Acquisitions

1. What kinds of materials can be purchased with department allocations?

You may order books and audio-visual materials such as CDs, DVDs, videos, and CD-ROMs. Annuals that are department specific such as the *Annual Review of Psychology* can be purchased from allocation funds if the material is cataloged and sent to the stacks. Some departments order databases of particular interest to their departments—usually these are low cost, specialized databases for materials that were formerly ordered in print, e.g. Grove’s Music or NBER Working Papers.

The library does not purchase journal subscriptions from departmental allocations; however, departments may order back issues of journals using their departmental allocation.

2. Why can’t journals be purchased from departmental allocations?

Journal subscriptions are purchased from general library funds, but not from department allocations because of the ongoing commitment and high rate of inflation. Generally, departments must cancel a journal of equivalent value to subscribe to a new title, and the change must be approved by the library’s Serials/Database Review Committee. However, departments may purchase back issues of journals with their allocation.

3. Why is money deducted from the allocation at the beginning of the fiscal year?

Money for serial standing orders and databases specific to the department is taken off the top of the allocation. Any open orders from the previous fiscal year that were not filled by June 30 are automatically deducted from the next fiscal year’s allocation. As of July 1 some money is

available for ordering new materials and the library begins ordering as soon as the department representatives approve requests for purchase in the new fiscal year.

4. Who can submit orders to spend departmental funds?

Department Representatives review and approve all orders sent to the library to spend the departmental library allocation. If the Department Representative does not send enough orders to meet the November 1 and February 15 deadlines, the department's librarian liaison or the AUL for Collection Development will spend the remaining allocation funds. The librarian liaisons purchase discipline-related materials requested by Towson University students and faculty or they use reviews to select outstanding books in the field.

5. In how many ways can department representatives submit an order? What is the most efficient way to submit an order?

You may submit orders in many different ways, for example: through GOBI, Yankee Book Peddler's online ordering site; printouts from the publisher's web site or Amazon.com; the Materials Purchase Request Form on Cook Library's web page (<http://cooklibrary.towson.edu/formMaterialsRequest.cfm>); email; printouts from the catalog or WorldCat; or publisher brochures. Please include as much information as possible, including your name and department and the date you need the material, if applicable.

6. When should I send orders?

Send orders as soon as possible and continue to send them all year long. The university's fiscal year runs from July 1 through June 30. The library needs orders to spend the first half of your allocation by November 1 and enough orders to spend all of your allocation by February 15.

Why the February 15 deadline? It may take as much as six months to get a DVD from a foreign distributor, or up to 3 months to get books at the best possible discount. Furthermore, at the end of the three months, some of those orders may be cancelled because the book is out of stock indefinitely or out of print. In order to spend all of your money by June 30, the library needs extra orders on hand to cover these unexpected cancellations. Any unspent money is returned to the State and is not carried over to the next fiscal year.

At the beginning of the fiscal year, department representatives will have the opportunity to review the remaining orders before the library begins spending the new allocation.

7. Where do I send orders?

Send print orders to your department's librarian liaison. If you send your orders electronically, Acquisitions staff will send a copy to the librarian liaison so the liaison will be aware of what your department is ordering.

8. How do I place a rush order?

Write RUSH in big letters on order, so it will be noticed. Put DATE (i.e. Fall, Spring, Summer) needed on the order and any special instructions such as “needed for Reserves”, so Acquisitions can determine the best method of ordering and shipping. Please note that RUSH orders are expensive.

If you are requesting something to be ordered quickly because of a publisher discount, mark these orders PRIORITY, noting when the discount expires.

RUSH orders are also rush cataloged. They are hand carried through the workflow while other work stops, so please limit this request to necessary orders only.

9. Will the library order out-of-print books?

If you know that a book is out of print, mark “Out of Print” on the order. Otherwise, if Acquisitions can’t find it through regular channels, they will order through out-of-print dealers.

10. What is the procedure for ordering forthcoming books?

You may order the normal way; however, usually the library will hold the order until the material is published to reduce the possibility of losing the money because of publishing delays. All open orders are carried to the next fiscal year; however, funds are not. Any unspent money returns to the State at the end of the fiscal year.

If ordering something with a pre-pub discount, mark PRIORITY so it will be ordered before the offer expires.

11. What is the procedure for replacing “lost” books?

The catalog record should note “Lost” status. To have a book marked lost, make a search request at the Circulation Desk. When ordering, once the book has been declared lost, mark “replacement” on the order.

If you want to replace a lost book with a new edition or different title, the order will come out of departmental funds. Otherwise, replacement funds will be used to replace the missing book.

12. How is the faculty notified when an item has arrived?

When an item has arrived, the original order marked with the call number is returned via intercampus mail to the faculty member(s) requesting the material.

13. How do I tell if a book is on order?

Check the book’s availability in the catalog to see if the material is “on order” at Towson University. If the order was sent some time ago, it may not have been ordered because of a problem. You may check with Acquisitions at x 42582 to see where the request is in the ordering process.

14. Who do I contact for specific questions regarding order status, fund expenditure, rush orders, etc.?

Call Whitney Blake at x 42582 or Mary Gilbert at x 44926.

15. Who do I contact for general collection development policy questions, or for a report on expenditures; for editing or adding a Yankee Book Peddler profile; or for answers to general questions regarding acquisitions policies and procedures?

Call Mary Gilbert, Associate University Librarian for Content Management, at x 44926.

Cataloging

1. How does Cataloging decide what to catalog first?

Cataloging priorities are established based upon the order the books come in unless there is a request for special treatment, e.g. RUSH.

2. What does “on order” mean?

The order has been placed with the vendor. Please note, orders can sometimes take several months to fill. Any questions about an “on order” book, contact Whitney Blake at x 42582.

3. What does “in process” mean?

If the availability status in the catalog says “in process”, the library has received the material and it is being cataloged.

4. How can I borrow a book that is “in process”?

You may request to have it processed more quickly by sending an e-mail to Karen Fulton at kfulton@towson.edu or calling her at x 45611. She will notify you by e-mail when the book is ready for pick-up at the Circulation Desk.

5. What is the procedure to have something rush cataloged?

Note RUSH on request at time of order, or if the material has already been ordered, call Whitney Blake at x 42582 to indicate that the material should be RUSH cataloged when it arrives.

6. How does a Department Representative report an error in the cataloging record?

Contact Karen Fulton, Cataloging Library Technician at x 45611.

Librarian Liaison Responsibilities

The Library Liaison Program promotes a partnership between the academic departments and the Cook Library to improve learning and teaching in the University. In this partnership the librarian's expertise in information resources complements the subject knowledge of the faculty.

The librarians are assigned to specific academic departments/programs to work with the faculty to identify the department's information needs and priorities. Additionally, the librarian recommends library materials in liaison areas, working with the department's library representative and the AUL for Content Management. The liaison librarian also informs faculty members about changes and additions in library services.

1. Know Department's focus and current research interests.
 - Meet and survey faculty as much as possible to find out about their student's research interests
 - Try to have at least one meeting with Department Representative and Department Chair to learn about departmental goals and changes in curriculum
 - Attend departmental meetings when possible
2. Know Department's use of library
 - Work with departmental faculty to support course assignments as they relate to the library
 - Support distance education or distributed learning courses that the department is offering by customizing library support services for those courses
3. Know collection
 - Work closely with the Department Representative on current acquisitions
 - Develop lists of library resources for courses as needed
 - Maintain list of library resources for discipline
4. Provide information to your faculty about the library's resources and services
 - Inform faculty of new library information sources such as databases, web sites, journals or gift materials that might be useful in a faculty member's fields of research

First Day Kit for New Department Representatives

1. Allocation Letter
2. Department Serials List for Past Fiscal Year
3. Collection Development Policy (<http://cooklibrary.towson.edu> under About Cook Library)
4. Department Representatives' Collection Development Manual (<http://cooklibrary.towson.edu/facultyServices.cfm>) under Faculty Tools
5. Department Representatives and Liaisons List

For any questions, please call Mary Gilbert at x 44926

This manual is based on the Collection Manager's Manual from the University of California, Santa Barbara Libraries at <http://www.library.ucsb.edu/collman/index.html> and is designed for librarian collection managers and subject specialists. It has been adapted for the Department Representatives at Towson University who develop the subject collections at the Albert S. Cook Li