

TWU Libraries Acquisitions Manual for Faculty

Overview

The primary function of the TWU Libraries is to provide the faculty and students of the University with those materials needed to support current teaching and research for baccalaureate, masters, and doctoral degree programs. Emphasis is placed on the liberal arts, sciences, and specialized professional studies, especially the health sciences. The Libraries also serve as a source of knowledge and information about women and their contributions to the history of Texas, the nation, and the world. A corollary function is to provide for the general informational needs of the university community and to provide a sufficient richness of materials to assist those involved in self-directed and independent studies which are not defined in the educational curricula of the University. When the budget allows the university community can also expect some library materials to be purchased for recreational reading purposes, although we do receive many of these items as gifts from staff, students, and faculty. As programs of study are added to or dropped from the University curricula, the Libraries' collections are affected. It is crucial that the Libraries' reflect the current curriculum at TWU.

Cooperation between faculty members and librarians in the selection of materials allows faculty members to bring their specialized knowledge to the task of selection and to assure the collections meet specific curricular needs. The responsibility of the Assistant Dean of Libraries (Kris Reed) is to ensure that no areas of collection development are ignored or slighted, that all curricular requirements are met, that the collection as a whole is developed objectively, consistently, and thoroughly, and that the spending does not exceed the budgeted amount.

Collection Development Program

Collection development involves management of library funds for books, journals and media. It also includes the selection and location of purchased library materials, the evaluation and disposition of gift materials, and preservation, management and continuing assessment of the collection itself. These activities, which comprise the Collection Development Program, are directed by the Assistant Dean of Libraries and the Director of Technical and Access Services (Pamela Ward).

Selection Responsibilities of the Faculty

Selection of library materials is a joint responsibility of the faculty and the library staff. Faculty members at TWU play a major role in selecting materials that support the teaching and research programs in their discipline. The Libraries rely on faculty members to contribute to the subject specific selection of library materials.

Description of a Library Liaison

Each academic department or component appoints an annual representative to be the main liaison to the Libraries. The Library Liaisons are members of the faculty and/or staff who serve as a bridge of communication between the Libraries and departments or components for collection development responsibilities. Liaisons review all faculty order requests to ensure that

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a balanced collection is achieved. Ideally this is someone who has an overview of that discipline's curriculum, as well as a general knowledge of the library's collections. The involvement of the department's/component's Chair in collection development responsibilities is entirely left to their judgment. Liaisons work in collaboration with the Acquisitions Librarian (Christina Cool) and the Director of Technical and Access Services (Pamela Ward). Each academic department or component decides on their internal procedures for submitting orders to the Library Liaisons. Once approved, the Library Liaison can forward the order information by 1) email to ccool@twu.edu or to pward1@twu.edu 2) completing our online order form at <https://www.twu.edu/library/purchase-materials-books.asp> or 3) send to Christina Cool or Pamela Ward via campus mail (Box 425528). The campus mail option is best if you are sending publisher information along with your orders. Please tell us who has requested the materials. The online order form provides us with the most complete bibliographic information to locate the materials. If using email, please include full titles, authors, and ISBNs.

Selection Responsibilities of the Library Liaisons

Although individual faculty members initiate order requests for print or non-print monographs and media materials, the Library Liaison authorizes and forwards the requests to the Library's Acquisitions Librarian. If you need to order an item RUSH, are placing an item on Reserve in the Library, or wish to be notified as soon as the item is ready for checkout, please communicate this on your requests. All orders are placed by the Acquisitions staff within the Technical Services Department (BH301). Faculty members are notified if more information is needed to complete the order and if items are cancelled by the libraries' suppliers. New journal requests should not be submitted by the Library Liaisons without first discussing this with the Acquisitions Librarian or the Director of Technical and Access Services. As a general rule, the Libraries do not duplicate print and electronic journal subscriptions. The Libraries subscribe to nearly 135,000 e-journals and 223 databases, many of which are full-text. All e-journals are readily available through the Libraries' databases (see the [Databases A-Z List](#).) and [online catalog](#). An additional 275,000 e-books are also available to the TWU community.

The Library Liaisons communicate with faculty concerning new library resources, and inform them about the availability of new resources. All new periodical or serial requests are reviewed by both the Liaison and the Acquisitions Librarian.

Selection Responsibilities of the Library

Within budgetary restrictions, the Library will also purchase print and non-print materials for support of instruction and research. In all circumstances the final decision on purchase of individual items rests with the Assistant Dean of Libraries. This position has primary responsibility for selecting materials for the general collection, e.g. materials which support lower-division undergraduate courses, the reference collection, the serials collection, electronic resources or interdisciplinary or multidisciplinary areas. If departments or components do not regularly order library materials, the Library staff will recommend discipline-specific titles.

Other Responsibilities of the Library Liaisons

Other tasks of a Liaison include fielding requests about specific library resources to support the curriculum, answering questions about library collections, and distributing information or providing

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feedback on new or potential resources. They are also responsible for the department's or component's periodicals and serials title lists. Once a year, Library Liaisons and Department Chairs receive a listing of the continuing resources that they as a department purchase. These items are where the majority of the budget is spent. It is important for faculty to review these lists annually so that new resources can be added if needed. Simultaneously, the faculty should review the current titles for relevancy to the curriculum. Because this information is delivered to the Liaisons and Chairs electronically, it is easy to forward it on to the individual faculty. Any list changes that need to be made are communicated to the Acquisitions Librarian. The lists of current titles are given to the Liaisons in the Spring Semester if they have not already requested one prior to this time. All changes need to be turned in during the early Fall semester so that orders and cancellations are in place by the start of the following calendar year (January). Most subscriptions run from January through December. Besides listing the titles, these lists also outline both the print and electronic holdings for the resource and include information on title usage (if available). A cost per use amount is also calculated to assist faculty in making data-driven resource decisions. Generally if a department or component wants to add a new continuing resource, they will need to cancel other low use or irrelevant titles to cover the costs. If you want to make changes, this is the best time to do it, before January begins. The Library has to add or cancel titles with the vendors in advance so that the subscription changes can become effective in January. When the lists are distributed, a due date and instructions are given.

Library Liaisons and Library Subject Specialists (Undergraduate and/or Graduate Courses)

Because liaisons often change from year to year, we provide the most up-to-date listing of current library liaisons and chairs on our website at:

<http://www.twu.edu/library/library-liaisons.asp>

Collection Development Policy

The efforts of collection development and maintenance are not based on subjective choice or chance selection but are rooted in the principles of librarianship which use systematic acquisition policies based on meaningful data to build collections. Taken together, the organization and administration of these activities constitute the [Collection Development Policy](#) of the TWU Libraries. As such, the collection development policies are designed for use as long-range planning tools, as a means of communicating the collection goals of the library, and as guidelines for day-to-day selection and withdrawal decisions.

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Allocation of Funds

The budget for library materials is comprised of two parts: 1) monographs/media (print and electronic books and non-print media) and 2) journals/continuations (print and electronic serials). Each department receives an annual allocation of library funds for the purchase of materials. Any resources purchased with departmental allocations must be housed in one of the TWU Libraries. A major portion of the departmental allocations is used to support the ongoing costs for journals and databases with the remainder amount set aside to develop the monographs and media collections. The budget for continuing resources is largely determined by the cost of the serial subscription plus an annual inflation rate. Costs are monitored and calculated by the Libraries. Department allocations are based upon several factors, to include weighted semester credit hours, number of faculty, degrees offered, and the annual price of materials. The policy is reviewed periodically by the Library Administration Team. The amount allocated to departments is limited by the total amount of the library budget from the University. The remaining library materials budget is allocated to the Library to support the purchase of materials for the general collection, including reference materials and interdisciplinary studies.

Allocation Calendar

The university administration determines the library budget and the Dean of Libraries determines the materials budget. Funds are allocated at the beginning of the fiscal year (September). Faculty allocations are then calculated and sent to the Library Liaisons and Chairs.

The departmental allocations expire on 15 April each year. This is approximately 3 months before the end of the fiscal year. A review of spending is made early in the spring so that departments can determine how much remains to be spent. Any funds unencumbered by 15 April revert to the Library's general materials fund. Library Liaisons are encouraged to monitor their spending so it can cover the entire collection development year (mid-September to mid-April).

To ensure spending the entire allocation, please adhere to these dates:

Date	% of Allocation Spent
October 15	25%
December 15	50%
February 15	75%
April 15	100%

Library Liaisons may submit orders from April 15 through September 15, but the materials will not be ordered until the next fiscal year.

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Major Selection Criteria

Selection details are listed in the Library's Collection Development policy. Specific criteria to consider when recommending purchases includes:

- a. Is of permanent or timely value
- b. Reflects accurate information
- c. Is of scholarly value
- d. Is usable to distance students
- e. The authority of the author
- f. The material's social significance
- g. Potential usefulness in teaching
- h. The authority of the publisher
- i. Relationship to the existing library collection and other nearby collections
- j. Duplication of material in other formats and in another TWU Library
- k. Scarcity of materials on the subject
- l. Cost of the material
- m. Format of the material and its future support

Materials that the Library will not order

- a. Textbooks
- b. Workbooks
- c. Research materials beyond the level of the programs offered
- d. Out of print material which is not of scholarly value
- e. Dated technology (audiocassettes, videocassettes, LP records)
- f. Abridged editions of a scholarly work
- g. Computer software
- h. Mass market paperbacks

Withdrawal of Materials

Withdrawal or deselection is an important function in all libraries. For a library to be useful, it cannot collect to become a permanent depository. Withdrawing of materials must be done in order for the collection to remain viable. Obsolete, outdated, superseded, duplicated, and damaged materials should be candidates for withdrawal. Deselection is a service to library users and is supervised by the Director of Technical and Access Services along with the Assistant Dean of Libraries. Although members of academic departments will be consulted for guidance on deselection, the Libraries' professional staff and the Dean of Libraries make the final determination on withdrawals.

Gifts

The TWU Libraries welcome gifts, but accept them with the understanding that they conform to current selection guidelines and that they become the property of Texas Woman's University. The Libraries' retain the right to determine how to use and dispose of gift materials. The Libraries cannot offer any

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evaluation of the worth of a donation.