

Date: 9/17/99

To: Department Heads or Deans

From: Sankar Sethuraman , Chair, Library Committee

RE: Departmental/College policies for expending library allocations

The Library Committee has been in the process of reviewing the recommendations and suggestions from the last SACS visit, as they relate to the Reese Library. As a result of the last visit, each school or department on campus was asked to develop selection policies for the expenditure of their allocated library funds.

We are asking that each department/college review/or develop its policy related to this matter and file a copy of it by **November 12, 1999**. If you need a copy of the existing policy that is on file at the library, please contact Dr. Bill Nelson (1745). He would be happy to provide a copy of the policy and additional information that would be helpful in reviewing the policies.

Please do the following:

- Review your policy,
- Make any changes that you deem necessary,
- File a copy of the policy at the library and also at your department ,
- Post a copy of the policy on your departmental web page , and
- Make sure that your faculty members (including part-timers) are aware of the policy.

The following has been developed to assist you.

**GUIDELINES FOR DEVELOPING
DEPARTMENTAL COLLECTION DEVELOPMENT POLICIES**

A good departmental collection development policy should be helpful to department faculty members in their participation in the collection development effort, The following elements are suggested:

- I. Brief statement of the departmental purpose and how the collection should support this.
- II. Statement of collecting levels based on curriculum.
- III. Statement of short-term collection goals (e.g., areas to be developed)
- IV. Description of departmental procedures for ordering (e.g., who prepares the cards, cards must be signed by department chair, etc.)
- V. Date approved/revised.

Other guidelines: All materials ordered with library funds must be accessible to the entire campus. To be sure multimedia materials are able to be used effectively, please consult with the library or media services regarding format, availability or workstations, etc.