

TRAINING OUTLINE FOR NEW COLLECTION DEVELOPMENT LIBRARIANS

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INTRODUCTION

The following is intended as an outline for training new collection development librarians and subject bibliographers. It is divided in five general categories that should be a part of any such training program. It is intentionally broad and can easily be adapted to the individual needs of an institution.

I. ORGANIZATIONAL STRUCTURE

A. Provide organizational chart and mission statements

B. Explain anticipated interactions of individual selectors with organization as relates to acquiring material

C. Provide a chart showing all persons responsible for selection and their subject responsibilities

II. BUDGET OVERVIEW

A. Allocation of materials funds and previous expenditures

It is important for new selectors to get a broad picture of how the materials budget is allocated and spent. Provide a chart or budget requests from earlier years that detail previous expenditures and current allocations. It is also helpful to present this information as a percentage of the entire budget. For example, show how much of the budget is spent on a particular material type such as serials, monographs or nonlegal materials. If selectors have budget responsibilities, this information should be presented as well in a subject breakdown.

B. Related budgetary considerations

1. Who may request materials and who may approve requests.
2. Institutional history. How has the budget historically grown (or not). What are future expectations? Examples include new buildings, future collection capacity and growth, and retrospective development.
3. For comparison purposes, provide ABA statistics on expenditures by peer libraries.
4. Inflation trends. Provide information gathered from CPI, in house figures, and published data on categories such as legal materials, serials, non US materials.

III. SELECTION OF MATERIALS, GENERALLY

A. Passive selection

1. Approval Plans - The library sets up a profile with a vendor to automatically receive titles that meet profile criteria. Has the benefit of obtaining new titles quickly without having to select and firm order individually. Library can return unwanted items.

*Provide a list of and review all approval plans used by the library.
Selectors are responsible for reviewing approval books in their collecting area.*

2. Standing Orders / Blanket Standing Orders - After an initial order the library continues to receive materials as new editions are volumes are published. Examples include standing orders for the West Hornbook and Nutshell series and most annuals.

Discuss how to use the catalog to identify these materials.

3. Package Plans - Library automatically receives all titles or defined categories of titles from a publisher at a discounted price. Saves time and money by not having to place multiple orders.

Provide a list of all package plans used by the library so as to reduce duplication by having a selector firm order titles already covered by package plan.

4. Memberships - Library often receives a discount on titles and many times receive materials not otherwise available.

Provide a list of all library memberships.

5. Federal Depository Library Program Items - Library receives selected government materials and in return provides access to these materials by the general public.

Provide list of categories library selects.

6. Gifts of Library Materials - Gifts are received in a variety of sizes from a variety of donors. Usually, one individual has the responsibility for making disposition decisions.

Discuss how gifts are accepted or declined and what individuals or departments are involved in the process.

B. Active selection (firm orders)

1. Book slips - Similar to approval plans in that the library creates a profile based on collecting needs. Vendor sends announcements in slip form of new books that meet profile criteria. Has the benefit of exposing selectors to titles they would not otherwise catch through other selection tools.

Discuss slip profiles for individual selectors.

2. Mailings / Book Announcements - Also known as junk mail. Good selection tool for nonlegal topics. Usually provides more information than slips. Way to identify new publishers.

Discuss how mail is sorted and what selector can expect to receive.

Discuss legal publishing industry generally. Who owns whom, types of materials published and for what audience.

3. Requests - From faculty, students, staff, and other patrons. Allows library to identify areas of faculty interest and emerging topics. Provides useful information in analyzing slip profiles or approval plans.

If selector has liaison responsibilities, discuss responsibilities for monitoring faculty requests and those requests' relation to subject analysis.

4. Trolling - Using other selection tools to identify fugitive and grey materials.

Provide examples of appropriate selection tools.

IV. COLLECTION DEVELOPMENT POLICY

A. Explanation of collecting levels

B. Review of policy

1. Subject policies - law and law related

2. Format and nonsubject policies - newspapers, special collections, electronic materials

C. Individual Selector's responsibilities regarding the policies.

V. INDIVIDUAL SELECTOR RESPONSIBILITIES

A. Getting to know your area / subject analysis

Sample template to be used by selector doing subject analysis:

TOPIC:

Selector:

SCOPE:

Description and coverage of topic:
Subdivisions? How will these be treated?
International implications?

HOLDINGS:

Briefly describe the library's holdings in this area.
Scattered or centralized? Ref?
Monographs or serials?
Attach a list of current serials on your topic

CLASSES OFFERED ON TOPIC:

See website or Bulletin

FACULTY TEACHING OR DOING RESEARCH ON TOPIC:

PROPOSED POLICY STATEMENT:

What should the library collect? At what level?
What to exclude?

C. Faculty Liaisons

Provide template to be filled out by selector, showing research and curriculum needs for individual faculty members.

B. Expectations and evaluations

Discuss how selectors will be evaluated and by whom.