COLLECTION DEVELOPMENT PROCEDURES

The Technical Processes Division is responsible for the coordination of book and media requests and the ordering, receiving, and accessioning of books and media. Book request slips and the BIB-BASE Acquisition System provide the means of control for the ordering process:

1. Verification of titles requested;
2. Checking to eliminate unwanted duplications;
3. Final selection items to be ordered within the framework of the book budget and departmental book allotments;
4. Selection of vendor and preparation of orders.

Other responsibilities of the Collection Development Librarian include:

- Supervision of collection development policies and goals;
- The receipt and acknowledgment of gifts and the determination of the use to be made of gifts received;
- Accessioning of materials;
- Withdrawal of outdated, superseded, or damaged materials;
- Supervision of the departmental book allotments and various gift and endowment funds earmarked for the purchase of books.