



Essentials for Library Coordinators 09/10

- 1. Is there a deadline for sending in my requests?** Yes. You should have the first half of your requests to your Librarian Liaison by **January 15th** and the other half to your Liaison by **March 15th**. This is so that we can have a reasonable chance to get items ordered, received, and paid for by the end of the fiscal year.
- 2. To whom do I send requests for library materials?** You should send them to your Librarian Liaison. The librarians serving as liaisons to the academic departments are listed on the Library's web site. Click on *Site Map* on the Library's web site (library.oakland.edu) and then go to *Liaisons, Collection Development*.
- 3. Are there special forms I need to fill out?** No, your requests can be in the form of e-mail messages, publishers' brochures, memoranda, notes you have received from colleagues, "yellow slips" [see #15 below], *Choice* reviews, etc. You can even submit new book requests using the *Request* feature in the *Library Catalog*.
- 4. How do I know how much money there is to spend?** Your Librarian Liaison will let you know this early in the academic year. Ask for an update whenever you need to know.
- 5. Should I send requests if their total costs will exceed the departmental allocation?** Yes, you most definitely should. We may already have some of the items you request, some titles may cost less than list price, and some items will turn out to be unavailable.
- 6. How can I be sure that my top priorities get ordered when I send in requests costing more than the available money?** Be sure to indicate your top priority titles. You can send them grouped by priorities, or you can individually mark each title with a priority number.
- 7. If I mistakenly request an item the library already has, will the library automatically order a second copy of the title?** No, unless you have specifically indicated that we need a second copy or we learn our copy is lost or missing, we will not order another copy.
- 8. How do I know if materials I have requested have been ordered?** You can check the *Library Catalog*. As soon as a title is ordered, a bibliographic record appears for it there with a message indicating when it was ordered.
- 9. How do I know when these materials have arrived in the library?** The *Library Catalog* is updated whenever a title arrives. At this point you may use the *Library Catalog's Request* feature to ask that the item be "rush" cataloged. Another good way to keep up with new books is to scan our monthly *New Books List*, which may be accessed from *Find Books* on the Library's web site.
- 10. What if one of my colleagues wants a book as soon as it gets here?** Ask your librarian liaison to indicate that the book should be rush cataloged for "John Smith" as soon as it arrives. We will put this message on our order record and notify your colleague as soon as the book arrives.

11. **Can the library obtain titles that are out-of-print?** We have increasingly good sources to obtain out-of-print materials, so do not hesitate to request an important out-of-print title.

12. **What if one of my colleagues or I need a title very quickly?** We can order from online sources such as Amazon.com and often get titles in a week or less. Just let us know how soon you need items, and we will do our best.

13. **Can I request that a title be ordered as an eBook?** Yes. Just let your liaison know your preference, and we can research the best platform/vendor for your eBook choice.

14. **What are the *Choice* reviews that I receive from my Librarian Liaison?** These are reviews of books selected as especially appropriate for undergraduate students. The reviews are written by librarian subject specialists and teaching faculty from U.S. colleges and universities. The library now subscribes to *Choice* online; your liaison may send you reviews via email, or feel free to search for reviews yourself.

16. a. **What are the “yellow slips” that I receive from my Librarian Liaison?** These slips come from the same vendor that sends us approval books, and include titles that the vendor did not send as books, but that match the profile closely enough to be judged as of potential interest. If you select any of these titles for order, they are charged against your book allocation.

b. **Can I receive my “yellow slips” electronically?** Yes. Let your librarian liaison know if you prefer e-mail delivery of your “yellow slips.” This makes it easy to forward these to others in your unit to enable them to help you in selecting titles to request.

15. a. **What are approval books?** These are books that the library receives weekly from our major book vendor. The vendor selects recently published books based on a profile that the library has helped develop. We select what we want to keep and return titles we do not think appropriate for our library.

b. **Does the library receive approval books in my subject discipline?** We receive approval books in the humanities, social sciences, business, education, health sciences, and nursing. We also receive a few books in biology and chemistry.

c. **Can I help decide what approval books the library keeps?** Yes, feel free to view the approval books and leave your comments. The books are in Technical Services on the lower level of the library.

d. **Are these books charged against my department’s library book allocation?** No, they are not. We charge them against a special approval account which is subdivided by subject.

17. **Can the library add new journal subscriptions?** At this moment there is very little chance of being able to add a new journal subscription unless a journal of equal cost is selected for cancellation. Exceptions, however, do exist if your department has new programs for which the library has been allocated new program money or if you can come up with other funding sources.

18. **What about requesting videos for the library?** Although the library received the videos formerly housed in the Instructional Technology Center, it did not receive an increase to our budget for new materials. If you wish the library to purchase a video, consider identifying money from your unit and having it transferred to the library or using your unit’s book allocation funds to purchase it.

19. **How do I come up with titles to suggest that the library purchase?** Review the “yellow slips” and Choice reviews that your Librarian Liaison sends you. Encourage your colleagues to be sure that all of the books that they put on reading lists for their students really are titles the library owns. Monitor books reviews in leading journals in your area. Some disciplines such as history (Reviews in American History) even have specific journals entirely devoted to reviewing new books. Other journals often have lists of outstanding books of the year (American Journal of Nursing). Finally, talk to your Librarian Liaison; there are specialized sources for most disciplines.