

UOW LIBRARY - MANAGEMENT HANDBOOK

Chapter:	G COLLECTION POLICIES AND PROCEDURES		
Section:	G13 Selection		
Approved by:	University Librarian	Date Approved:	2002
Date Effective:	2002	Last Reviewed	June 2008
Contact Person:	Associate Librarian Resources		
Related Policies:			

1 **INTRODUCTION**

- 1.1 Review of selection policy and procedures occurs within the context of the Information Access Policy at <http://www.library.uow.edu.au/content/groups/public/@web/@lib/documents/doc/uow026946.pdf>

2 **RESPONSIBILITY**

- 2.1 Selection is a collaborative activity between the University community and Library staff. All clients are encouraged to submit selection requests for material which supports key teaching, research and learning programs.
- 2.2 The University Librarian has primary responsibility for development of the collection. This responsibility is delegated at the operational level to the Associate Librarian Access Services.
- 2.3 The Associate Librarian Resources is responsible for management of the information resources budget, information access and supplier policies, selection priorities and movement of material between sites. Movement of material between sites is managed at the operational level by the Collection Services Team Leader.
- 2.4 Faculty Librarians have the central liaison role with Faculties in identifying and recommending material which supports key teaching, research and learning programs. They select on behalf of the Faculty and liaise with academic staff to discuss and confirm selection suggestions.

Each Faculty determines a preferred method for submitting requests to their Faculty Librarian. Methods include submission of requests from committees, liaison officers and individual academic staff.

- 2.4 The Manager, Resources is responsible for coordinating the acquisition, cataloguing and end-processing of material and in consultation with Faculty Librarians where appropriate, approving selection requests received via the "Suggest an Item for Purchase" service.

3 **SOURCES**

3.1 **New/Revised Subject Proposal**

Approval of new/revised subjects by a Faculty Education Committee requires review of existing Library information resources and identification of new resources. Faculty Librarians work with subject coordinators as part of this process. The University's New/Revised Subject Proposal form is located at Course Management Intranet site see, <http://www.uow.edu.au/about/teaching/approval/index.html>

3.2 **Subject Reading Lists**

Academic staff forward all lists in the first instance, irrespective of subject location, to the appropriate Faculty Librarian.

Subject taught at Wollongong Campus

Faculty Librarians review the list to determine appropriateness of titles, using the selection criteria documented in the Information Access Policy. Lists are then forwarded to Collection Services for

catalogue checking and ordering.

Subject taught at multiple sites

Reading lists for subjects taught at multiple sites are forwarded to Collection Services staff for ordering by the relevant Faculty Librarian or direct from the Shoalhaven Campus Librarian.

The Shoalhaven Campus Librarian maintains an Excel file of subjects offered at multiple sites which is forwarded to Collection Services Team Leader prior to the commencement of each session.

After ordering is completed a copy of each reading list is located in Collection Services.

3.3 **New Title Alerting Services**

Profile plans are in place with a number of suppliers. Publishing output is matched with subjects using a number of parameters so that inappropriate material is eliminated. This results in receipt of new title information from which selections can be made. Collection Services are notified regularly of new titles and forward these slips to Faculty Librarians for selection decisions. Faculty Librarians select titles of known relevance immediately, check the catalogue and forward to Collection Services for ordering. The remainder are forwarded to the Faculty for consideration.

3.4 **“Suggest an Item for Purchase”**

Client suggestions can be made via the “*Suggest an Item for Purchase*” form located at service points and at <http://www.library.uow.edu.au/buy/index.html>. These are coordinated and approved by the Collection Services Team Leader.

3.5 **Other sources**

These include, but are not limited to, review publications, specialist subject publications, publisher information and supplier websites. On-Approval services are not used.

4 **ORDERING**

4.1 **Order Information**

To enable effective collection reporting, selection requests forwarded by Faculty Librarians for ordering, must be accompanied by the following information:

- requestor’s name
- fund code
- location/s where the subject is taught
- teaching or research
- additional copies required
- prescribed text/supplementary text/recommended reading
- subject/course code or name
- research centre (if applicable)

4.2 **Number of Copies**

Policy on the purchase of core monograph material is documented in the *Management Handbook Section G10*. For all other selection requests one copy is purchased.

4.3 **Editions**

Purchase of the latest edition is mandatory. Where copies are held at multiple sites, ALL copies are replaced with the latest edition.

5 **RELATED POLICIES**

5.1 **G10 Core Monograph Material**