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Collection Development   Updated Feb 23, 2018, 1

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Reference Desk Manual

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Collection Development

Department liaison duties: The full-time librarian (s) is primarily responsible to liaison activities, however adjunct librarians assigned specific collections development duties may also be doing some aspects of liaison work.
Selection: Materials selection is (technically) the duty of the full-time librarian(s) and the library director. Adjunct librarians are periodically asked to do selection for a critical collection need.
Patrons can request/ suggest items through the purchase request form.
Online research guides (often referred to as libguides) are assigned to various librarians. Guides are created using the LibGuides software. There is a style sheet for the creation of libguides attached below.
Deselection: All librarians participate in the deselection processes. All "undecided" items need the review and agreement of two librarians; these materials should be placed behind the reference desk.

Procedures for Weeding
KEEP: Leave on shelves
WEED: Pull from shelf and put on a cart. Disposition status bookmarks (Located at Reference Desk under counter):
　　REPLACE: Put replace bookmark in book and order replacement via your iPage (If you need an iPage account, please tell Tracey)
　　RESCUE: Please browse all carts when at Reference Desk and if you see an item to be rescued, place a rescue bookmark, your reason and your initials
　　UNDECIDED: Please consult with your colleagues. Use pink undecided bookmark sparingly

- Spring 2018 Reference Core Collection Weeding assignments
- Spring 2012 Weeding Projects Weeding for Impacted Areas (old doc)

9-17-12 meeting notes

CSM Library Needs!

Surveys for the Refs
Technology Problems and Solutions
SAM (Computer Login System) – outdated as of Spring 2016
Useful Logins

Recent site activity

CSM WorldCat (WorldCat Local/Discovery) maintenance & downtime 1/19 11pm–3:30am
created by Stephanie Roach

Welcome!
edited by T Morris

PLAN Server Maintenance and service interruption 1/10/2019
comment from Stephanie Roach

View All

CSM Library Needs!

Use this form to record any books, textbooks or other materials for the CSM collection. You can note collection gaps, books that need updated editions, books used for courses that we don't already own or that need replacement.

You can see other librarian contributions by looking at the spreadsheet for this form.

If you use the csmref@gmail.com account to login to the manual, please leave your name or initials in the comment box.

Name
who are you???

Your answer

Collection Gap or New Addition?

◯ New or Updated Titles

◯ Collection Gaps

Open *CSM Library Needs!*

📁

W	Bryan–cart–label–weeding.d…	Kalina Tabatt, …	v.1	⬇	✕
X	Reference–20–years–WEEDI…	Kalina Tabatt, …	v.1	⬇	✕
X	WEEDING–priority–FALL–20…	CSM Ref, …	v.1	⬇	✕
W	Weeding–collection–develop…	CSM Ref, …	v.2	⬇	✕
W	Weeding–procedures–DRAF…	CSM Ref, …	v.1	⬇	✕

X   weeding–Bowker–coll–analy…   Kalina Tabatt, …   v.1   ⬇   ✕

X   weeding–LCC.xlsx (51k)   CSM Ref, …   v.3   ⬇   ✕

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Comments

T Morris

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