

# 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!

## Technology Problems and Solutions

SAM (Computer Login System) – outdated as of Spring 2016

### Useful Logins

#### Recent site activity

[Kanopy & Alexander Street Press -- Individual title licenses for a handful of films](#)

comment from Stephanie Roach

[New Films on Demand interface coming sometime during February](#)

created by Stephanie Roach

[CSM WorldCat \(WorldCat Local/Discovery\) maintenance & downtime 1/19 11pm-3:30am](#)

created by 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](mailto: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!](#)

Subpages (3): [Database List Spring 2012](#) [LibGuides Style Guide](#) [Microform List Spring 2013](#)



<b>W</b>	<a href="#">Bryan-cart-label-weeding.d...</a>	Kalina Tabatt, Feb 11, 2013...	v.1	↓	×
<b>X</b>	<a href="#">Reference-20-years-WEEDI...</a>	Kalina Tabatt, Nov 13, 2013...	v.1	↓	×
<b>X</b>	<a href="#">WEEDING-priority-FALL-20...</a>	CSM Ref, Dec 3, 2015, 12:1...	v.1	↓	×
<b>W</b>	<a href="#">Weeding-collection-develo...</a>	CSM Ref, Oct 9, 2018, 10:5...	v.2	↓	×
<b>W</b>	<a href="#">Weeding-procedures-DRAF...</a>	CSM Ref, Mar 2, 2017, 3:04 ...	v.1	↓	×

 weeding-Bowker-coll-analy... Kalina Tabatt, Oct 4, 2012, ... v.1  

 weeding-LCC.xlsx (51k) CSM Ref, Sep 9, 2014, 12:1... v.3  

 Add files

## Comments



**Elnora Kelly Tayag**

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