

Roles and Responsibilities

Collection Development and Acquisitions

General guidelines 5-11-06 draft

Collection Development

- Collection development policies, initiatives, strategic plans, visions
- Responsibility for final approvals/decisions on selection and addition of materials in all formats to the Libraries' collection
- Assigns bibliographer duties as appropriate and supports bibliographers' activities through training, consulting, meetings, etc.
- Materials budget decisions, including annual budget, fund allocations, serials cancellations, replacements, withdrawals
- Oversight of approval plans and funds
- Arts & Sciences Faculty Start-up Funds oversight
- Collection management, including transfers to and recalls from Pascal
- Collection assessment and analysis
- Consortia participation and negotiation related to joint purchases, projects
- License review prior to final legal review
- Electronic resources management, with E-Resources Librarian, including evaluation and use of licensed digital content and oversight for ERM and WebBridge

Acquisitions

- Ordering, receiving and paying for materials
- Fund tracking and managing, based on budget decisions of Collection Development
- Approval plan procedures
- Communication with bibliographers regarding problems or questions about orders requested or already placed
- Tracking and managing of A&S Faculty Start-up Funds
- Balances materials budget accounts and transfers funds per collection development
- Manages and reconciles Chinook accounts to PeopleSoft accounts
- Oversight for compliance with university and state audit and accounting rules
- E-resources acquisitions support – setting up trials, ERM records, price quotes, resolves access problems, facilitates license review, and related activities

