

Bibliographer's Manual

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I. Introduction

Definition

Collection development is the process of planning, building, and maintaining a library's information resources in a cost-efficient and user relevant manner.

Mission

Collection development in the University Libraries supports the Libraries' mission, which is to "provide materials, information and other services to support instruction, research, and scholarship [at the Boulder campus.]" A secondary goal is to serve as a resource for Colorado residents' information needs.

Activities

The activities of collection development include identifying, selecting, acquiring, deselecting, and preserving appropriate materials. It also includes collection management through analysis and evaluation of books, journals, microforms, audio-visual materials and electronic materials and access.

Intended Audience and Use

The Bibliographer's Manual addresses Collection Development policies and procedures within the University Libraries of the University of Colorado, Boulder. It is intended, in this context, to serve as an orientation aid for new bibliographers, a sourcebook and guide to collection development for new and experienced bibliographers, and a reference for the non-bibliographer supervisor of bibliographers.

II. Collection Development at UCB

A. Overview and Personnel

Collection Development is one of the most important, if not the most important, functions of a library. It can determine the standing of a library among its peers and among its clientele. This clientele must be considered at all times when decisions concerning collection development are being made. In the case of UCB, the primary clients are the University community — its students, faculty and staff. Secondary clients are citizens of the state of Colorado.

UCB's CD program consists of a Faculty Director, Collection Development, who reports to the Associate Director for Public Services; Electronic Resources Librarian; Electronic Resources Management Librarian; bibliographers from all Library departments; and bibliographer assistants who also may be from any Library department. Contact information for these individuals can be found [here](#).

The Gifts Librarian reports to the Associate Director for Public Services. This position is responsible for channeling monetary gifts received within the Libraries through the University Foundation and assuring that the donors' wishes are honored.

B. Communication Mechanisms

The primary form of communication in Collection Development is the monthly bibliographers' meeting led by the Faculty Director, Collection Development. This meeting usually takes place at 10am on the second Thursday of each month in the Libraries' meeting room, N410. Representatives from Acquisitions, Preservation, Systems, and any other relevant department will report on matters of interest to bibliographers. If a bibliographer would like to have an issue discussed, he or she should contact the Faculty Director, Collection Development or the Associate Director for Public Services.

At other times, news and announcements of interest to bibliographers will be distributed through email using the bibliographers' listserv.

C. Recruiting

Recruitment for bibliographer positions is conducted both internally and externally. In some cases bibliographic duties are a part of the job description. In other situations, bibliographers may be recruited from the faculty of the University Libraries. The successful applicant is expected to integrate the bibliographic duties into his or her present position. Thus, supervisors of successful applicants must approve the new assignment.

D. Bibliographers' Assistants

A faculty bibliographer may seek a staff member to help with bibliographic responsibilities. Description and procedures concerning bibliographers' assistants may be found in the [Appendix](#). Written permission, using the [form](#) in the Appendix, must be obtained from all appropriate supervisors, and the Faculty Director, Collection Development, must be informed of all such arrangements. The position is temporary and serves at the request of the bibliographer. The relationship may be terminated at any time by any of the parties involved.

Bibliographers will establish the parameters and guidelines for the activities of the assistant. The bibliographer, working with the staff member and the staff member's supervisor, will establish the number of hours that may be spent on collection development. These hours may not constitute overtime beyond a normal 40-hour week. Duties may include preservation activities, searching, sending orders to Acquisitions, notifying patrons of availability, and other duties as appropriate.

Contact with the teaching or departmental faculty will remain the primary responsibility of the bibliographer. Assistants will not routinely attend bibliographers' meetings but may do so if the bibliographer position becomes vacant. In that event, the assistant will work with the Faculty Director, Collection Development. When a new bibliographer is hired, the relationship with the assistant will be reviewed.

The position of bibliographer's assistant may be treated as a voluntary effort and not evaluated. If the position is to be evaluated, the bibliographer should inform the assistant's supervisor of the assistant's performance either verbally or in writing.

E. Performance Appraisal

Performance appraisal for bibliographers may be based upon the following:

- Effective liaison work with faculty, students, and other patrons in the assigned subject areas. This includes current knowledge of research, courses, degrees, faculty interests, and student needs.

- Responsible recommendations of electronic resources, both reference/bibliographic and text/image, including electronic serials, to meet the needs of the library's user community.
- Selection of books and other materials. This includes effective and timely review of resources as well as management of approval plans to maximize cost-effective delivery of desirable titles and to minimize returns.
- Responsible management of serials subscriptions in both print and electronic formats. This may include the addition of needed new titles, the cancellation of titles no longer needed, and awareness of service quality, offerings and availability in the field.
- Responsible management of funds. Expenditures should be spaced throughout the year without concentration at either the beginning or end of fiscal year.
- Prompt attention to matters involving moving materials to off-site storage which will draw heavily on principles of collection management.
- Prompt handling of brittle volumes, replacement decisions, and gifts according to sound principles.
- Special projects undertaken and new initiatives in collecting.

F. Library Materials Budgets

The University, and therefore the Libraries, operates on a fiscal year calendar; i.e., from July 1 through June 30 of the following year. Early in the calendar year the Library Administration must prepare and present a budget request for the upcoming fiscal year. That request will consist of several parts but the largest will be for the materials budget. The materials budget is what is used for collection development as well as, in some cases, for access to and storage of the collection.

New faculty in Arts and Sciences at CU may receive a stipend to be used for library materials. See Appendix for [guidelines](#) and [sample correspondence](#) concerning these funds.

Monographs

Each fiscal year, when the amount which is designated for the new materials budget is known, the Faculty Director, Collection Development, will draft a new materials budget, taking into consideration all fiscal commitments. The draft budget then goes to the Budget Advisory Committee for review, then to the Dean of the Libraries for final approval. The base amounts allocated for each discipline are determined through an annual review of need and historical allocations.

From the budget assigned to each subject and administered by a bibliographer, the bibliographer is expected to purchase ALL new non-serial materials which includes approval, separate orders, CDs, audio-visual, and other formats of materials.

Serials

A large portion of the materials budget must be designated to ongoing serial subscriptions. If that portion must be reduced, then the bibliographers will be faced with a serials cancellation project.

(See [Appendix](#) for abbreviations for monographic and serial funds.)

G. Bibliographers' Budget Advisory Committee

The Bibliographers' Budget Advisory Committee (BAC) is a standing committee which exists to help and advise the Faculty Director, Collection Development. The Committee members are appointed by the Faculty Director and consist of a representative from each of the following groups of bibliographers: Sciences, Humanities, Social Sciences, and Interdisciplinary. The Faculty Director, Collection Development and the Faculty Director for Acquisitions are standing members of the Committee. The Committee meets as needed to consider budget matters as well as any other bibliographic issues.

III. Purpose and Duties of Bibliographers

A. Purpose

Bibliographers are subject specialists, a generalist within a specialty who strives for a balanced view of the discipline while responding to specific academic needs and interests. The bibliographer helps to develop the Libraries' collections in support of the University's research and instructional missions.

B. Subject Expertise

Developing subject expertise is an ongoing and vital process. Some activities that will aid in this process include:

- Keep up with changes and happenings in the field.
- Know the department's focus, curriculum, and research interests; the department's web page is helpful.
- Know how the Libraries are used by your discipline.
- Be as familiar as possible with the department's faculty and their current research activities.
- Promote yourself as a vital part of the faculty's teaching and research by responding quickly and efficiently to requests for help or materials.
- Offer to teach classes that will help their students use the Libraries more efficiently.
- Often review your subject's profile for the approval plan.
- When possible and practical, seek the advice of the department's faculty when considering a large purchase or when considering a change that may affect them.
- Seek out and join a listserv of librarians in your discipline.
- Attend discipline meetings if practical.
- Stay familiar with journals in the field and identify new journals of potential interest.
- Offer research help to both graduate and undergraduate students in the discipline.

C. Duties

The duties of a bibliographer are presented in detail in [IV. Functions and Activities](#) of this manual. Briefly, duties of a bibliographer include:

- Recommend relevant materials for purchase
- Maintain a collection development policy for the discipline
- Identify special acquisition opportunities
- Interact with donors, etc.
- Manage collections
- Act as liaison to department
- Manage funds
- Cooperate both within and outside the Libraries to maximize value of funds and collections

D. Temporary or Interim Bibliographer

In the event that a bibliographer leaves, resigns, or otherwise becomes unable to continue bibliographic duties, a temporary bibliographer may be appointed by the Faculty Director, Collection Development. In most cases, a temporary bibliographer will be expected to take care of approval books, orders, requests, and liaison work. Unless agreed to at the outset, temporary bibliographers will not be expected to teach or take part in orientation for that department.

E. Faculty Liaison

The importance of this role cannot be overstated. Only through a thorough knowledge of the department—its research, its degrees, its faculty, its courses—can the bibliographer anticipate the collection needs of that department. It should always be top priority to establish and maintain good communication with a departmental library committee or library representative and other interested faculty of the teaching departments. Distribute library information such as your name and how you can be reached, brochures, instructions for putting materials on reserve, how to request the purchase of new materials, etc., to all new faculty and inform all faculty on possibilities for library use instruction for students. The bibliographer may also offer his or her assistance in planning and coordinating student library assignments. The subject bibliographer's work as liaison is an important component in building academic partnerships with the Libraries as well as building the collection.

In order to be effective, a bibliographer must be aware of programs, areas of excellence, and degrees granted in departments for which resources are intended. These are primary factors in collection development. Sources of this information may be a departmental program review or web site.

F. Fund Management

Due to the budget process, final amounts for each subject are often not available until after the start of the fall semester. In such a case, operating budgets will be the same as the previous academic year until the new budget has been distributed.

The amount assigned to each discipline is based upon the previous year's budget. If the bibliographer feels that changing circumstances in a department would warrant a change in budget, a request for a budget increase should be made to the bibliographer's representative on the Bibliographers Budget Advisory Committee, or the Faculty Director, Collection Development, for consideration.

Information pertaining to budgets, both allocations and amount remaining, is available online through the Management option in the staff mode of Chinook. Reports will be distributed periodically by the Faculty Director for Acquisitions.

IV. Functions & Activities

Due to the wide disparity of characteristics between various disciplines, it is not possible to invent "rules" or even priorities for all bibliographers. For instance, close relations with publishers and vendors may be essential for Special Collections but not for many other disciplines. Selection of materials may not be as important as acting as faculty liaison for disciplines with small budgets, whereas selecting materials may be the primary occupation of bibliographers whose disciplines have a heavy volume of publishing. Thus it is essential that the following be considered not as absolute but as general guidelines to be applied in different ways to different disciplines.

A bibliographer should periodically review the discipline's collection development statement. If revisions are made, the bibliographer is responsible for sending a copy to the Faculty Director, Collection Development.

A. Selection of New Materials

Approval Plan: [Click here for information on approval plans](#)

Other Monograph Orders

To supplement the Approval Plan, bibliographers will need to submit individual orders to the Acquisitions Department. To order additional monographs or other non-serial items, sufficient information in the form of a brochure, an on-line record, or a catalog may be placed in the "New Orders" basket in Acquisitions or sent to Acquisitions. Be sure to indicate the fund code, bibliographer's initials, and whether it is an added copy or an added edition. An online record may be emailed to the Assistant to the Faculty Director, Acquisitions, with the required information. The bibliographer should encourage purchase suggestions from departmental faculty and students. However, these should be treated as suggestions. The final decision belongs to the bibliographer.

Large Microform Sets

Before ordering large microform sets that consist of many parts, each of which requires a cataloging record, bibliographers should consider the cataloging/access implications. It is imperative that all options be considered for access (for instance, MARC records, e-guides that may be linked to collection-level records in Chinook, and/or print guides) and every attempt made to select the one that will provide the most detailed information possible to patrons. The Faculty Director for Cataloging is available to discuss the possibilities. Also, there should be a plan in place for storage of large sets.

Out-of-Print (OP) Orders

Acquisitions will inform a bibliographer if a requested book is out of print. The bibliographer must then ask Acquisitions to pursue the order through out-of-print sources. It is the policy of Acquisitions to instruct the vendor that, if a used copy is found, Acquisitions be informed of the price and condition of the book before it is purchased. The bibliographer must consider these factors and instruct whether or not to purchase. Promptness is of the essence since the copy may be purchased by someone else. It will be more expedient if the bibliographer can include with the instructions a maximum amount to spend on a used copy.

If the bibliographer knows in advance that the book is out of print, the bibliographer should inform Acquisitions and give a maximum amount to be spent.

There are many factors, not only with ordering but also with choosing, purchasing, and shipping, that can cause OP orders to go very slowly. They require patience and close attention on the part of the bibliographer.

Special Orders

Special orders could include those at auction, from foreign countries, from individuals, etc.; materials purchased with more than one fund; prepublication orders; orders that are out of the ordinary. For all such purchases the bibliographer must consult with the Faculty Director, Collection Development.

Media

It is expected that media purchases (video, dvd, sound recording, cd, etc.) to support teaching and research for a discipline be purchased by bibliographers using monograph funds. Note the following exceptions:

Media materials designed to facilitate the learning of foreign languages. Such materials are provided to the campus community by the Anderson Language Technology Center (ALTEC).

Visual materials such as films, dvds, videos, etc. to be used for class instruction. Two times a year a notice is sent to all campus departments asking for requests for such materials. Funds used for these purchases were "inherited" through Academic Media which was previously housed in the Stadium.

Serials: [Click here for information on the selection of serials](#)

Gifts (Gifts-in-Kind Policy)

Gifts-in-kind (books, materials) may add substantially to the Libraries' collections or they may add substantially to staff work load without significant benefit to the collections. Remember also, space is at a premium. It is not possible to make rules about gifts, but rather suggestions are offered that must be tempered with common sense. If a gift is accepted, a [gift form](#) should be filled out and submitted to Acquisitions. Always make sure the donor understands the conditions under which the gift is accepted. Before gifts are accepted, the donor must be aware that those materials not put into the Libraries' collection will be disposed of according to our policies. When in doubt or when faced with a very large gift, the bibliographer should consult with the Faculty Director, Collection Development.

Large gifts from out of town require more preparation than a couple of boxes of books from a professor. For large gifts, the bibliographer must request a list before accepting the gift. The list may then be checked to determine if the materials are suitable for the Libraries. If not (mostly textbooks or duplicates, for example), then the gift should be politely refused. Generally, gifts are delivered to Norlin or to the branches. Periodicals should seldom be accepted. An exception could be a long run of a rare periodical. Monetary worth of the gift must be determined by the donor.

A gift presents a bibliographer with an opportunity to create positive public relations for the Libraries. However, be very careful about special handling or storage requests made by the donors. These may not be in the best interests of the Libraries or its patrons. Check with Acquisitions or Collection Development to ascertain if it is even possible to honor such a request.

When gifts-in-kind come in through the Acquisitions Department, bibliographers will be contacted to decide on acceptance or rejection of materials.

Gifts of money should be referred to the Faculty Director, Collection Development. The Special Collections Department and Archives maintain their own gift policies.

Reimbursement for Out-of-Country Purchases: [See Appendix for these guidelines](#)

B. Collection Management

In this manual, collection management will involve overseeing and/or working with materials after they have been received or added to the collection. Heads of Departments are responsible for collection management in their departments. Collection management may include other topics in this manual as well as those discussed below.

Location

Campus

Unless otherwise instructed, books will be sent to locations in the stacks or in the branches according to call number. Bibliographers may specify the location of approval books on the pink slip. The desired locations of other orders or gifts may be specified at time of ordering or processing. Unless otherwise requested, non-book materials will be sent to Media. Small numbers of books may be transferred in some circumstances with the permission of the person in charge of the area to which the material is going.

Print serials will be located in the appropriate branch, department, Norlin Periodicals Room, or in off-site storage.

Off-site Storage

UCB Libraries, along with the University of Colorado at Denver (UCD), University of Colorado Health Sciences Center (UCHSC), and University of Denver (DU) share an off-site storage facility in Aurora called Preservation and Access Service Center for Colorado Academic Libraries (PASCAL). In general, our Libraries use it for older materials, back issues of journals, some special materials, etc. Bibliographers may be called upon to choose materials from their discipline for transfer to PASCAL. These transfers will be subject to the PASCAL agreement between the four schools. Bibliographers should always remember that the space is expensive to maintain and only materials worth keeping should be designated to go there. See [PASCAL policies](#) in Appendix.

Withdrawals

Withdrawal, or weeding, may be the best option for some materials rather than sending to PASCAL. Some reasons for withdrawal could be that the materials are too fragile to use, are damaged, are out of date and not useful for historical purposes, are not appropriate for a university collection, represent too many copies, etc.

It is very difficult to suggest overall procedures for weeding due to the very diverse natures of the different disciplines. Some disciplines value their old books, some do not and may need only the minimum for historical purposes. Some faculty groups value printed materials more than others. Bibliographers are encouraged to formulate their own withdrawal procedures. These may be submitted to the Faculty Director, Collection Development, for comment and approval.

Preservation personnel can offer advice and alternatives in cases that involve preservation matters. (Note: Be careful when considering the withdrawal of boxed materials. The fact that materials are boxed means that they have been previously reviewed and found worthy of retention. However, PASCAL is a good location for boxed materials.) Withdrawal decisions may be reviewed by the Faculty Director, Collection Development.

Replacement of Lost or Damaged Materials

The Libraries maintains a fund (5brep) that is to be used to replace lost or damaged materials that are still considered vital to the collection. Bibliographers should consider edition, use, price, and availability before requesting a replacement. To request that materials be charged to the replacement fund (5brep), send justification and availability information to the Faculty Director, Collection Development. Bibliographers may want to run a periodic list of monographs in their discipline that have been lost or lost and paid for.

Preservation

An important part of collection management is ascertaining that materials remain in good condition. This responsibility may rest with department heads, as in the branches. In Norlin, the Circulation Department will detect materials in need of attention and direct them to the Preservation Department. If there is any question as to the proper disposition of the material, the bibliographer will be asked to decide. The Preservation Department evaluates new and damaged books for binding, repair, or special enclosures and can assist bibliographers in collection management.

See the [Preservation web site](#) for instructions and procedures.

Transfer to Special Collections

A bibliographer may request that Special Collections consider a book for their collection. See [Guidelines](#) in Appendix.

V. Appendix

A. Contact Information

- 1. Contacts for common procedures**
- 2. Organizational Details & Contacts for Bibliographers**

B. Forms, Special Instructions, and Lists

1. Acquisitions

a. Fund Names

Monographic
Serial

b. Reference sheet for order records

c. List of major vendors and coverage

2. Collection Development

a. Bibliographer's Assistant Guidelines and Form

b. Arts & Sciences New Faculty Funds

A&S New Faculty Funds Guidelines
A&S New Faculty Funds Sample Correspondence:
Sample initial letter from the Libraries to the new faculty member
Sample correspondence between bibliographer and faculty member

c. Reimbursement Information for books/materials purchased

C. Policies

1. Libraries' Collection Development Policy

2. Subject-Specific Collection Development Policies

Subject Guide Template

3. Gifts-in-Kind Policy

Acquisitions Department Gift Record/Form
Virtual Bookplates Policy and Procedures

4. PASCAL Policies

5. Transferring materials to Special Collections (SPC) from within University Libraries: Quick guide for subject bibliographers