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Responsibilities of Subject Selectors (1991)

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COLLECTION DEVELOPMENT MANUAL

Title: Responsibilities of Subject Selectors

Subject Selectors are responsible for selection, weeding, and assessment of all library materials within the assigned subject area(s).

A. Collection Development Responsibilities

1. Follow all general guidelines established by the University Libraries.
2. Provide evaluative and statistical reports for area assignments.
3. Assist Collection Management Officer in other related activities.

B. Liaison Activities.

1. Confer with Department Chairperson at least once a year, to discuss library collections and services.
2. Confer with Departmental Representative on a regular basis.
3. Transmit notices of all newly acquired materials to the Departmental Representative and/or interested faculty member.
4. Cooperate with individual department faculty members.
5. Cooperate with Subject Selectors in related areas.
6. Cooperate with Acquisitions and Reference librarians.
7. Cooperate with Media Room Supervisor.

C. Selection responsibilities

1. Be familiar with the level and content of course offerings, as documented in the Bulletins (Graduate and Undergraduate), as well as the research interests of the faculty and graduate students.
2. Evaluate the collection through review of standard bibliographies in the subject area.
3. Be aware of the nature of the materials needed (i.e. primary sources, serials, media, etc.).
4. Review on a regular basis, announcements, adverts., catalogs, and review media.
5. Peruse, on a regular basis, reviews in the major journals.
6. Review, on a weekly basis, approval plan volumes and notification slips.
7. Evaluate departmental and other request for library materials.
8. Refer tangential requests to Collection Management Officer.

D. Ordering Responsibilities.

1. Transmit selections to Acquisitions Unit for review.
2. Transmit selections for serials, continuations, media, and other non-book requests to Collection Management Officer.