Rowan-Cabarrus Community College Library

Program Chair and Library Liaison

Collection Development Manual
**Table of Contents**

I. Introduction

II. Program Chair (or designee) Guidelines

III. Collection Development Policy

IV. FAQ on Acquisitions and Cataloging Policies & Procedures

V. Library Liaison Responsibilities

VI. Faculty Information Research Guide
I. Introduction

The Program Chair’s Collection Development Manual is a resource for new and existing faculty who order material through the Library to support the curriculum in their respective program areas at Rowan-Cabarrus Community College. The manual provides an overview of the collection development policies and procedures of the Library, which have recently been updated to reflect changes in the publishing world. I hope that Program Chairs or their designee will find the answers to ordering policy and procedure questions in this manual. However, always feel free to contact the collection development librarian identified in the allocation letter or your assigned liaison with further questions.

II. Program Chair (or designee) Responsibilities

a. Department focus and current curriculum

- Discuss Library collection needs at department meetings.
- Survey faculty to find out how their students use the Library and what their students are researching.
- Check with the librarian responsible for collection development to see what students and faculty are requesting from other libraries through Inter-library loan (ILL).

b. Current library materials to support program areas

- Know and keep a list of relevant publishers and scan publisher catalogs.
- Look at the titles from review sources forwarded by the librarian liaison.
- Check the library collection in your subject areas.
- Become familiar with basic reference sources for your areas.
- Know core journals in your field.
- Know what journals are currently available through the Library (hint: use Journal Search).

c. Budget allocations

- Solicit requests from department faculty.
- Send initial $1,000 order along with the wish list in priority order.
- Meet the ordering deadline as indicated in the allocation letter (usually date closest to September 1) to
  o spend initial $1,000 allocation on any item or items to support the curriculum and;
  o Turn in wish list in priority order of material to be considered for purchase beyond the items in the initial request (individual items not to exceed $125).

d. Share Library information with your department. Communication regarding library resources, services and events are provided through the Rowan-Cabarrus weekly everyone email, library blog found at the bottom of the library’s home page (www.rccc.edu/lrc), communication with your library liaison, staff attendance at department meetings and phone calls.

e. Respond to library surveys and requests for information.

III. Collection Development Policy
Supporting the curriculum is the first priority of the collection development policy. This is done by providing an initial $1,000 allocation to every program head to be spent as (s) he or the designee sees fit (working in conjunction with faculty). After the initial allocation, the Library uses the priority wish lists turned in by program heads at the same time the initial requests are turned in to spend the remainder of the material budget in a round-robin fashion until all money is expended.

Since the library is not able to purchase all material needed for specialized research by faculty, students, and staff, the library offers interlibrary loan (ILL) services for items not available through our print collections or any of our electronic databases.

The full version of the Library Collection Development Policy can be found on the website.

IV. FAQ for Program Chairs or designees responsible for requesting material for purchase

Acquisitions

1. What kinds of material can be purchased with department allocations?
2. Can I keep the material ordered in my office or department permanently?
3. Why can’t journal subscriptions be purchased with department allocations?
4. Who can submit orders to spend department allocations?
5. How can orders be submitted? What is the most efficient way to submit an order?
6. When should I submit orders?
7. What happens if I don’t spend all of my initial allocation?
8. How do you decide what to order from the department wish lists?
9. How long does it take material to arrive after orders are placed?
10. How is the faculty notified when new material is received in the Library?
11. Who do I contact for specific questions regarding order status, fund expenditures, etc.?

Cataloging

1. How are cataloging priorities established?
2. What does “on order” mean?
3. What does “in process” mean?
4. Can I borrow a book that is “in process”?
5. Can I request a RUSH on an item to be cataloged?

Answers

Acquisitions

1. What kinds of material can be purchased with department allocations?

Program Chairs or designees in conjunction with faculty may use department allocations to purchase material to support the curriculum. Item types include books, eBooks, and occasionally DVDs (only when streaming video is not an option). Periodicals and electronic databases may not be purchased with
department allocation funding because this is a recurring expense. Please note that the Library is not able to receive items on preview due to business office regulations.

2. Can I keep the material ordered in my office or department permanently?

All material purchased with department allocations will be cataloged and housed in the Library at the campus location requested by the Program Chair (North, South, or NCRC). The Program Chair and/or faculty may check out Library material for one semester. Library policy allows for one renewal by phone. After one renewal, faculty must bring in material for physical inspection and inventory purposes. The material may then be checked back out for another semester.

3. Why can’t journal subscriptions be purchased with department allocations?

The Library is bound by the accounting regulations of the State of North Carolina, which provides a portion of the Library’s budget annually. The portion provided by the state is traditionally reserved for one-time purchases such as books, eBooks and DVDs. Since journal subscriptions are an ongoing expense, the Library does not routinely spend state money on this resource. The Circulation Manager at North Campus contacts Program Chairs annually to determine needs in this area. If you have any questions regarding subscriptions to journals, please contact the Circulation Manager at (704) 216-3691.

4. Who can submit orders to spend department allocations?

The Library will accept requests for the initial $1,000 allocation from the Program Chair or official designee. Though the Library does not require written approval from the Dean for requests, Program Chairs should discuss with the Dean whether (s)he would like to be informed before submission of requests. All faculty, staff and students are free to request material throughout the year; however, the allocation process described herein is solely for consideration by Program Chairs or designees. Individual requests are considered for purchase if the requested material complies with the Collection Development Policy and funds are available. Of course, we encourage Program Chairs or designees to consult faculty in making decisions on material requests.

5. How can orders be submitted? What is the most efficient way to submit an order?

The initial $1,000 allocation order, as well as the wish list order due by the business day falling closest to September 1, should be sent to the Collection Development Librarian indicated in the allocation letter. Program Chairs or designees can submit the orders in various ways, including by attachment to an email, printing out orders in Word or Excel format and sending through courier or dropping off orders in person. The PREFERRED method is by attachment to email in either Word or Excel format. Whatever method of submission is used, it is crucial to include as much information as possible for each item being requested, including Title, Author, Publisher, Publication Date, ISBN, and Price if known. Individual material requests throughout the year should be submitted using the Material Request Form.

6. When should I submit orders?

Send orders as soon as possible; however, the deadline for the initial allocation, as well as the wish list in priority order, is due by the business day falling closest to September 1. Any money not spent by this date is added back to the general material budget to be used at the discretion of the librarians in consultation with the Library Director. Individual requests from faculty, staff and students can be
submitted throughout the year; however, the entire material budget should be encumbered by March 30, to ensure that the material will be received and paid for before the end of the fiscal year on June 30.

7. What happens if I don’t spend all of my initial allocation?

The money not encumbered by the deadline is added back to the general Library budget. The money will be used to fund any items left on department wish lists not ordered in the first round. If all wish list items have been ordered in all departments, librarians will spend the remainder of the material budget. Priority will be given to material that will serve the greatest number of students and fill in gaps in the collection.

8. How do you decide what to order from the department wish lists?

Every department will receive an initial allocation of $1,000 to be spent on one-time purchase materials that support the curriculum. After this initial order, librarians will select items from the department wish lists in a round-robin fashion until the remainder of the material budget is encumbered.

9. How long does it take for material to arrive after orders are placed?

There are several factors influencing the length of time it takes to receive material. Depending on these factors, it can take anywhere from a couple weeks to several months to receive items. Sometimes, we find out that we are not able to get an item at all for reasons beyond our control.

Not all books advertised actually make it to publication, and some are published at a much later date than originally advertised. Books may go out of print before an order can be fulfilled. Books with unexpected demand may be on back order as the publisher tries to keep up with orders.

In addition, the ordering process we are required to follow is much more time-consuming than the ordering process you may be accustomed to in your personal life. This is another reason to order material as soon as possible following receipt of your annual allocation.

10. How is faculty notified when new material is received in the library?

The Library publishes a monthly list of new material on the blog found on the Library’s webpage. However, Program Chairs and faculty are encouraged to check with their assigned liaison or the Collection Development Librarian if they have questions about requested material.

11. Who do I contact for specific questions regarding order status, fund expenditures, etc.?

Contact the Collection Development Librarian indicated in the allocation letter for information regarding order status, fund expenditures and any other questions relating to collection development and acquisitions. For more general questions regarding resources and services, please contact the liaison for your program area.

Cataloging

1. How are cataloging priorities established?
Material is cataloged in the order in which it is received unless there is a request for RUSH cataloging. This should be noted on the original order form when it is submitted. Keep in mind that we cannot control how long it takes the item to get to the Library; however, we will make every effort to catalog the material as quickly as possible once it arrives.

2. What does “on order” mean?
The order has been placed with the vendor. Please remember that it can take anywhere from a couple weeks up to a couple months for orders to be filled.

3. What does “in process” mean?
This means that the item has been received and is being cataloged.

4. Can I borrow a book that is “in process”?
You may request to have it processed more quickly by contacting the Collection Development Librarian indicated in the allocation letter or the Acquisitions Assistant at (704) 261-3682. You will be notified by email when the item is ready for checkout.

5. Can I request a RUSH on an item to be cataloged?
Note RUSH on the order when submitting the original request, or if the item has already been ordered, contact the Collection Development Librarian indicated in the allocation letter or the Acquisitions Assistant at (704) 261-3682.

V. Library Liaison Responsibilities

The Library Liaison Program promotes collaboration between faculty and the Library to improve learning and teaching at Rowan-Cabarrus. In this program, the librarian’s expertise in information resources complements the faculty member’s expertise in the subject field.

Individual librarians are assigned to specific academic departments/programs to work with the faculty to identify the department’s information needs, both resources and services. Liaisons may recommend material and inform faculty about changes or additions to Library services.

a. Know Department’s focus and current research interests.
   - Try to have at least one meeting with Program Chair or designee each semester to learn about departmental goals and changes to the curriculum as well as to share new resources and services available through the Library.
   - Meet and survey individual faculty at least once a semester to find out about student research needs.
   - Attend at least one department meeting each semester to gain knowledge about the programs and to share information about the Library.

b. Know Department’s use of the Library
• Work with departmental faculty to support course assignments as they relate to the Library. Encourage use of the Assignment Alert Form.
• Support distance education by customizing Library support services for those courses (Research Guides, podcasts, and other tutorials).
• Provide a broad subject area Research Guide for each subject area assigned.
• Work with faculty on Research Guides for individual classes, assignments and projects.

c. Know the collection
• Know the LC numbers relevant for the assigned subject areas.
• Know the collection in the assigned subject areas.
• Be familiar with the basic reference sources in the assigned subject areas.
• Know what print periodicals are available for the assigned program areas.
• Know what electronic databases are available for the assigned subject areas and be familiar in searching these databases.
• Offer to demonstrate searching in the subject databases to faculty in the assigned subject areas.
• Encourage faculty in the assigned subject areas to schedule instruction classes.

d. Provide Library information to faculty in assigned areas
• Inform faculty when new material in their area is purchased, cataloged and ready for checkout.
• Inform faculty of any new periodical or electronic resources available in their area.

VI. Faculty Research Guide

For more information on resources and services, please consult the Faculty Information Research Guide.