

3-21-00

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From: Varner, Carroll
Sent: Monday, March 20, 2000 12:08 PM
To: Burwell, N.; Crowell, Karen; D'Angelo, Kathleen; Hursh, David; Killingsworth, Brenda; Lee, Lori; Ringeisen, Richard; Rosenberg, Allan; Schultz, Martin; Shlapentokh, Alexandra; Smith, Ronnie; Spencer, Dorothy; Varner, Carroll; Williams, Susan
Subject: Joyner Library's Practice of Receiving Books on Approval

In order to operate an efficient and effective book-purchasing operation, the library acquires books in three ways: standing orders, direct orders and approval orders.

Standing orders for books are placed when we know that we wish to buy every book in the series. Reference books such as indexes, among other series, are ordered this way.

Direct orders are placed when a faculty member sees a book description and requests that the library buy the particular book. Research-level books advertised in catalogs, as well as materials for classes, are frequently ordered this way.

Approval books are sent for our inspection, before purchase, by a book distributor from a subject/price/language profile the library creates. These books are often held for purchase. Approval books assure that a large undergraduate collection is received. The number acquired represents only a small portion of the available books. In addition, book descriptions on "slips" that fall outside the profile are sent for review and direct orders can be placed for them.

The library frequently changes its book profile for books it receives to examine upon approval to keep it in line with class and program changes, budget, and subject holdings. The weekly budget for books can range from \$2,000 upward to \$20,000. Recently, we lowered the weekly range from \$6-8,000 to \$4-6,000 to cover a projected budget shortfall. We did this by moving books over \$75 from "approval" to be sent to us for examination to the "slips" where they can be direct ordered if desired.

The Senate Libraries Committee discussed this action at its meeting in February and asked that a plan for consultation with the faculty on budget shortfalls in the future be devised. As we face another shortfall for the coming fiscal year beginning in July, such a plan is being developed. Departmental library liaison meetings are being developed for April.