A somewhat tongue-in-cheek guide to the collection management policies and procedures at San Antonio College. No animal was harmed in this endeavor.

YOUR AUDIENCE

According to the President at the 8/19/02 Convocation, your audience consists of mostly remedial students, not graduate level by any means. Our library collections are substantially geared to student and curriculum needs, as well as faculty, staff, administration, and community needs. Try to avoid upper division, faculty, public library, and general books, unless the demand for the subject is overwhelming. Try to concentrate on two-year technical, lower division, and academic titles.

Outside recommendations are encouraged but don’t sit around waiting for them! Trying to wring out meaningful recommendations from your liaison departments is a vital part of your partnership with them. Note the word ‘meaningful’; if the recommendation does not fit your Collection management policy, all of which are available online, you may respectfully decline the acquisition. Be especially cordial if the department needs remedial material—remember the President’s words and buy it! Departments wanting to purchase material for their curriculum have to purchase such things from their own funds, although our Acquisitions Specialist would be happy to help them order from Baker & Taylor.

Recommendations from other librarians are also encouraged. If you feel the material does not fit your collection, please notify the other librarian as to your reasons. “I hate your guts and your mother dresses you funny” may be a valid reason, of course. If they still insist on purchasing the material and offer to pay for it, I personally, would take the money and run.

HOW TO RECOMMEND

The best way to recommend material is to use Baker & Taylor’s Title Source 3 (TS3) system. The URL for TS3 is: http://academiclibrary.btol.com/
Your logins are sacsatx3/rope3, sacsatx4/rope4. The cart you build in a particular login will stay in that login, so if you can’t find your cart in one login, check the other before panicking.

Once you logon to TS3, you may search by author, title, subject, or ISBN, among other ways. When you find a title you want, go to Carts and select a new cart. Please give it a unique name, such as your fund code and a date. If you are using more than one fund code, call it after yourself. For example, if I were adding titles to the parapsychology collection, I would use my code, CUS[date], for Parapsychology, first cart. If I were using more than one fund code, I would call the cart Moby—just kidding—I would name it chp[date]. You would then indicate in the note field which fund code to use in the purchase of that particular title. Also use the note field to indicate if you want the title to go to a particular area, such as Ref. Titles over $100.00 always go to Reference or to Bookcase, so please indicate where you want these pricey titles to go or consider buying it in NetLibrary if available there. Go back to the title you want and type the quantity in the quantity field. Then click update. If you decide, “Oops, I already have 13 copies of this dumb book” and you want to delete the title, you have to hit the blue title field, then hit delete. Use the note field to specify other types of fund codes, especially REF FUNDS or GEN, or if you want the material located in a special collection. When you are ready to send your cart out into the world, hit transfer. You will be given an extremely short list from which to select: Acquisitions or Collection Manager—select Collection Manager and then the word add. Then, you can safely transfer. You may choose to keep your card or delete your cart or print your cart out or spit on your cart at this point. The Collection Manager will not be keeping a copy of your cart because she has carts of her own to keep. Be warned! At the beginning of the next fiscal year, you will be asked to delete last year’s carts


Now for the fossils among you who refuse to use TS3, you may use Amazon or BIP, but (have I mentioned this before?) be sure and include the ISBN. Since you are including the ISBN, why not just perform an ISBN search on TS3 and make life easier for those around you?

LOCATION, LOCATION, LOCATION

The amazing and short-tempered Acquisitions staff has requested that you color code your location requests if they fall outside of circulating areas and you are, of course, working with paper. Do not colorize your computer! Please color code the title of the work as follows: yellow is for reference and orange is for special collections. I will give you the appropriate marker to keep as your very own if you cannot afford to buy one. Special collection materials include titles worth $100.00 and over—however,
after our discount from B&T, the title may no longer cost us $100.00 and over, in which case the title will be circulated unless you strongly recommend otherwise. If an author comes from San Antonio or if the material is about San Antonio, route the work to the McAllister collection. If the book is not too expensive, you might want to purchase an additional circulating or reference copy at the same time. When the circulating copy goes missing—and they do, boy do they—we will still have our McAllister copy. Such an example is the Ghosts of San Antonio series, which periodically disappear from Reference (pun intended).

FUND CODES

You have your own funds to spend, of course, based on the following formula, created by the legendary John Hammer and modified by the semi-lucid Christina Petimezas:

%FAC+%STU+%COST/TITLE+%FY ALLOCATION+%CIRC/5.

For the curious, here are the elements of the formula means:

% full time faculty members in a department or program
% students who have declared a major
% cost of titles includes the average cost spent in last year’s fund code
% fy allocation means how much money your fund code had last year
% circulation includes usage in both reference and circulating areas; as special collections convert to LC, these statistics will be added.

Students who had declared Liberal Arts as a major were divided among 11 disciplines. Students who had declared Technical Studies as a major were given to Engineering.

Beside your pathetic little funds, we have other funds you may grovel for: if a reference title costs over $150.00, you may put REF FUND on your recommendation or cart. If a non-reference title costs over $150.00, you may put GEN on your recommendation or cart. If the title you want is a work concerning
your particular area, such as “Handling Abusive Patrons with Bold Knife and Fork,” you may use GEN or you may request the librarian handling the Zs to purchase it (hint, Tina Petimezas, fund code LIB). Also, if you want to re-order a missing or heavily circulated item, use GEN. If you want to order a book that you consider ‘popular’ such as something from the New York Times bestseller list, just put POP as the fund code.

Replacements: if an item is missing, billed for a significant length of time, or lost & paid, Acquisitions will automatically replace it, using the GEN FUND.

WORDS OF WARNING

When you are ready to route recommendations to me, please add your fund code, your initials, and any special colors. Then, lovingly place the recommendations in the REF. RECOMMENDATION or CIRC. RECOMMENDATION mailboxes in Technical Services. You may also use the Recommendation mailbox in the Library Office if you are too decrepit to make it all the way into Technical Services. DO NOT, I REPEAT, DO NOT PUT THESE RECOMMENDATIONS IN MY PERSONAL MAILBOXES!!! Also, please keep them divided as to location: reference and special collection or circulating—these includes all AV and non-print materials. Also, all the librarians agreed that all recommendations must go through the lovely and obedient Collection Manager. It doesn’t do you any good to bypass the obedient and lovely Collection Manager because the ever-alert, sometimes short-tempered Acquisitions staff always presses upon her the material you’ve tried to slip by her.

If you want these bits of paper back, please arrange this with Pat. However, why not input the ISBNs into a TS3, then you have your own record?

If you recommend works over $200.00, be prepared to prove its worth by finding glowing reviews—unless the material is from Gale. Gale stuff always gets good reviews anyway, so don’t waste your time finding one.

NEW EDITIONS AND SUPERSEDED STUFF

As you peruse review journals please keep your eyes open for newer editions. All older editions will be automatically withdrawn when a newer edition is cataloged.
If the title seems to be a **CONTINUATION**, you will be given the choice of adding it to the Continuations list and never having to pay for it yourself. Continuations need not be annual—they can be bought every other year, every third, fourth, or even fifth year. They will be bundled off to Baker & Taylor’s Standing Order list. Of course, every five years, there is a gigantic **bloodbath** of Continuations, with every librarian voting on whether to retain individual titles or not. Titles with little or no use are ruthlessly cut down, and serve ‘em right. If titles are contained in one of our online collections—Opposing Viewpoints, Oxford, or Gale, they will not be duplicated in paper.

**REVIEW MATERIALS**

The following review materials are made available unto you:

**Choice** online: **Choice** is especially good about letting you know the **audience level**. You can create a list which you can email directly to me or use to create a TS3 cart.

**Booklist** online: You can create a list which you can email directly to me or use to create a TS3 cart.

**Library journal** online: unfortunately ALA has not published this journal with email/lists options, so you’ll have to use the ISBNs to create a TS3 cart or print out recommendations as you go through the journal.

**Texas Books Review** and other Texas publishers’ catalogs: checked and routed to the librarians whose areas are covered within.

Other publishers’ catalogs: housed in Technical Services. If you want to borrow one, please sign it out and back in under ‘Other’ on the sign-out sheet, then please refile it when you are finished, unless you want to order something from it. All are stamped with the date of receipt.
Publishers’ notices and brochures: these are usually placed in your mailboxes. There is a handy waste receptacle under the table for your convenience in filing these. Also stamped with date of receipt.

LIAISON OR YOUR PARTNERS IN CRIME

You are assigned a department or program corresponding to your subject area. Please try and meet with the Department/Program Chair at least once a year. If you can drag a corresponding liaison from the department/program, even better. Some brave and legendary librarians have asked to meet with the entire department/program all at once. This is especially difficult when the department/program never has a meeting, of course.

In order to drag recommendations out of the department/program, some librarians have sent all publishers’ brochures to them. This is a Bad Thing, as the material is bought regardless of level or need. It would be a Good Thing to only send the appropriate materials to them after you have vetted them. This is not ‘censorship’ but ‘pre selection.’

You are encouraged to notify the department/program of the materials purchased in their area. Notifying them that the web New Titles list has been updated and what their LC numbers are would be one way to achieve this goal.

In order to keep track of liaison activities, you are required to fill out an annual Collection Development Survey for the current fiscal year. It is especially important to keep track of accreditation activities; please contact the chair a year before the activity is due in order to beef up the area if necessary, and some extra monies will be scraped up for you.

Finally, never ever ever tell your department how much money has been assigned their area. It will always be too much or too little for their taste. If too much, they tend to overbuy in non-community college level areas. If too little, they don’t realize we can usually find money to purchase a needed item even if the librarian has run out of money in that particular fund.
EXPENDITURES AND MONTHLY REPORTS

Please keep track of your own expenditures and fund code balances. TS3 can be very helpful in keeping accurate records because it computes the B&T discount for you. You will receive two reports every month: Financial Status report and the Fund Activity report. The first report gives an overview of all fund expenditures; the second notifies you as of titles ordered, received, or cancelled, plus encumbrances for orders, and expenditures for received, as well as how much money you have left.

Please try and spend one half of your funds by December or January. You might want to save a couple of hundred for ‘must-have’ material that are not published until later in the year.

If you run out of funds before the end of the school year, please continue to submit recommendations anyway. We have always managed to scrape extra monies together at the end of the fiscal year. Unordered material at the end of the year will be retained for ordering when funds are opened in September. IF YOU WISH YOUR UNORDERED MATERIAL BACK, PLEASE MAKE SPECIAL ARRANGEMENTS WITH THE ACQUISITIONS STAFF. Otherwise, you can see on your first Fund Activity report what has been or ordered for the fiscal year and adjust your meticulous records accordingly.

UPDATING AND WEEDING

Many of you have indicated on your wonderful collection management policies, now online, that you use the following supplemental review materials to update your areas and/or help you to decide what to retain when you are weeding your areas:

1. “Best of” lists, as they appear in the review journals
2. interlibrary loan requests, sent to you annually
3. missing or ‘self-weeded’ books
4. subject specific bibliographies
5. standard guides to reference, including Balay’s Guide to reference works, Kennedy’s Reference sources for small and medium-sized libraries, and Walford’s Guide to reference material. Current editions of these works are housed in Ready Reference; older editions are kept in Technical Services.
Remember, these are just guidelines—if a work is listed in every review known to man but is never used, there is no reason to allow it to take up valuable space.

Since we have completed intensive weeding, librarians will be asked to weed depending on the type of collection for which they are responsible. You might want to plan your retirement accordingly. Here are the guidelines:

Every year: Popular collection

3 years: Computers; Geography; Medicine

5 years: Agriculture; Business; Careers; Child development; Dictionaries; Economics; Etiquette; Federal documents; Home economics; Photography; Political science; Sociology; Standard tests; Travel guides

10 years: Bibliographies; Botany; Customs; Education; Folklore; Foreign languages; Horticulture; Law; Library & library science; Life sciences; Manufacturing; Mathematics; Philosophy; Psychology; Public Administration; Recreation; Religion; Science; Technology; Travel narratives

15 years: History; Military science; Parapsychology

20 years: Children’s literature & fiction; Decorative arts & fine arts; Fiction; Geology; Literatures; Local history; Music
Gift Guidelines (Draft 4)

10/14/08

Gift items are gratefully accepted only if they match the goals and curriculum of San Antonio College and generally fit a community college level.

Paper periodicals/journals will not be accepted because the Library has transferred most of this type to electronic format.

Legal and medical works, unless they constitute a history, will not be accepted if they are older than three years.

Superseded editions are generally not acceptable, except for some literary areas.

All gifts, once accepted, are the property of San Antonio College Library, and may be cataloged or discarded as needed; they cannot be returned to the donor and must be sent to District for disposal. If the donor does not wish material to be discarded, there are many other libraries in town, especially the public library, which may have more room for duplicates, older editions, etc.
Audio-visual materials must be commercially published; no home-taped versions are acceptable under Copyright provisions.

The Library cannot legally appraise worth of gifts, especially for IRS/tax purposes. All the Library can do, if the donor so desires, is send a letter of thanks to the donor, who must include an address with the gift.

The Library does not pick up gifts. The gifts must come to the Library.

Final decision on the acceptability of a gift rests in the hands of the Subject Specialist for that area.

Memorial gifts must fit the same criteria listed above. However, if the donation is worth over $100.00, it will be placed in the Bookcase area. A note will be added to the catalog entry listing the honoree.

Any work written by an employee of San Antonio College Library will be kept in the McAllister collection at least while the author is alive.
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PETESEN

BIO/GEL

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BAHLINGER

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S

PETESEN

BIO

T1-TK4399

SINGH

ENT

TK5101-TK6720

BALCOM

SCI

TK7800-TK7884

SINGH

ENT

TK7885-TK7895

BALCOM

SCI

TK9001-TP498

SINGH

ENT

TP500-TP660

PETESEN

BIO

TP690-TP1185

SINGH

ENT

TR

DEARMOND

ART

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LIB
COLLECTION DEVELOPMENT POLICY

NAME OF LIBRARIAN   DATE

NAME OF DEPARTMENT OR SUBJECT

GENERAL OBJECTIVES

To support the [department/area] curriculum, materials will be acquired to keep the collection current on new theories and techniques in the field of [subject].

SCOPE OF COVERAGE

Language: English will be the primary language of the collection, unless there is a special request from a student or faculty for materials in another language, especially Spanish language material.

Geography: United States publications are emphasized, with some world [subject] materials purchased.

Chronology: Emphasis is placed on the purchase of materials published within the last five years, except in areas covering the history of the subject.

MATERIAL TYPES

All formats may be considered for purchase. Serials are heavily relied upon for current material. Textbooks provide background information. Audiovisual materials will be reviewed for selective additions. CD-ROMs and DVDs are generally added when accompanying print material, but may be purchased separately when available.

SELECTION TOOLS
Materials will be identified through recommendations in or from:

Faculty and student recommendations

Choice

Library journal

Booklist

[Specialized journals]

Publisher’s catalogs and flyers


[Specialized reference works: E&GLI, BGMI, MLA]

RETENTION POLICY:

[In the areas of science, technology, medicine, and business:]

All materials will be considered for de-selection with five years of publication. All superseded editions will be removed from the shelves. Only material containing historic value or consumer interest will be retained beyond the five-year period.

[In the areas of literature and humanities:]

Superseded editions will be removed from the shelves unless they are listed in a major reference tool. Qualifications for indefinite retention include: Historical information on the subject; local connection; community college connection; listed in standard reference works; out of print.
COLLECTION DEVELOPMENT & LIAISON SURVEY FOR 2007/2008:

LIBRARIAN:

DEPARTMENT OR PROGRAM:

DEPT/PROG LIAISON:

LAST DATE LIAISON WAS CONTACTED:

TITLES OF YOUR WEB SITES:
DATE WEB SITE(S) UPDATED:

METHODS OF DEPT/PROG NOTIFICATION:

ACCREDITATION ACTIVITY: