ACQUISITIONS PROCEDURES

The major purpose of Elton S. Karrmann Library is to support the academic programs of the university. Funds are available for the purchase of books and audio-visual materials, periodicals, serials, continuations, reference materials and databases, and other materials with which to maintain and build the library's collections.

Library staff solicits the active participation of the faculty and students in the selection process. While all library funds benefit the entire university, a portion of the library budget is allocated to academic departments and programs for selection of library materials. A representative from each department works with a Division Librarian in submitting requests from other members of the department. Other funds such as those for periodicals, reference materials, continuations, and serials are not specifically allocated to departments.

GENERAL ACQUISITIONS GUIDELINES

A. **Orders for more than one copy**
   Space and budget limitations necessitate that the library normally order a single copy of a book or non-print item for general library purposes. Additional copies of an item needed for a specific class may be placed on reserve at the library Circulation Desk.

B. **Areas without department allocations**
   Faculty and staff not affiliated with academic departments (such as administration, student services, ITS, etc.) as well as students may request items to be purchased from the general library fund. These requests should be forwarded to the Acquisitions/Collection Development Librarian for consideration.

C. **Interdisciplinary Materials**
   Orders for materials that are interdisciplinary, particularly expensive items may be submitted directly to the Acquisitions/Collection Development Librarian for possible purchase from the general library fund.

D. **Out-of-print Materials**
   Because out-of-print titles are difficult and costly to acquire, they are rarely purchased. Questions may be directed to the Acquisitions/Collection Development Librarian.

E. **Paperbacks**
   Mass-market paperbacks are selected and purchased for the leisure reading collection. These titles are not bound and are discarded when worn or no longer appropriate.
F. **Paperback vs. Hardcover**
Whenever appropriate, the paperback versions of titles are purchased and are bound with a protective coating.

G. **Examination and Instructor Copies of Books**
Books and other materials marked as “examination or instructor copies” are not added to the library’s collection.

H. **Department Allocations**
One-half of department allocations must be spent by December 1st and the second one-half by January 31st. Allocations do not carry over from one year to the next.

I. **Requests for Titles Available Electronically**
When receiving orders for paper copies of titles already owned in an electronic format, Acquisitions staff will notify the Division Librarian that the title is available electronically. The Division Librarian, along with the Department Representative, will decide whether or not to purchase the print version of the title.

**MATERIALS OTHER THAN MONOGRAPHS**

A. **Periodicals**
Requests for periodicals may be submitted to the Division Librarian, using the *Request for a New Electronic Resource* form. The Acquisitions/Collection Development Librarian collects the requests for possible purchase. The Acquisitions/Collection Development Librarian and the Library Director will prioritize the requests for purchase, which are forwarded to the librarians for approval. New subscriptions will ordinarily begin in January. Those titles approved will be purchased from the library’s general periodicals fund, if funds are available, rather than from the department allocation. For additional information about periodicals, contact the Division Librarian.

B. **Serials**
All orders for serials (annuals, irregular publications, etc.) may be submitted to the Division Librarian using the *Request for a New Electronic Resource* form. The Acquisitions/Collection Development Librarian collects requests for possible purchase and approved titles will be purchased from the library's serials funds, if funds are available, rather than from the department allocation. For additional information about serials, contact the Division Librarian.

**SPECIAL COLLECTIONS**

A. **Reserve**
Print materials that will be heavily used for a specific class may be placed on reserve at the Circulation Desk. Although only one copy of a title is purchased for general library purposes, additional copies of an item to be placed on reserve
may be purchased from the library general fund if needed. Faculty and staff wishing to place materials on reserve should contact the Karrmann Library Circulation Department at 342-1679.

B. **Government Publications**  
The library is a selected depository for federal documents, including maps, and automatically receives many government publications. The library is also a depository for Wisconsin state documents and receives many other state and local publications. While some documents are cataloged for the circulating collection, the majority of government publications and maps are shelved in the Government Publications Collection on the 3rd floor. Requests for specific documents should be submitted on the regular order spreadsheet to the Government Documents staff. Purchasing guidelines for the acquisitions and processing of government documents are:

1. Those available on deposit from the GPO as well as those requested from agencies are obtained by the Government Publications department.
2. Those obtained from other sources are purchased by Acquisitions.
3. Government publications are only sent to Acquisitions if they are to be cataloged.

C. **Instructional Materials Laboratory (IML)**  
The IML contains a variety of print and non-print materials for grades pre-school through 12, offering a centralized service in instructional materials to support and enrich the teacher education programs. Department requests determined to be suitable for the IML will be housed in that collection. In addition, the IML receives an allocation for purchase of library materials.

**GENERAL SELECTION PROCEDURES**

A. **General Selection**

1. The librarians survey general bibliographies, review journals, and *Choice Online Reviews* and send orders directly to Acquisitions, using either YBP or the request spreadsheet.

2. The Division Librarians receive reviews through *Choice Online Reviews* and distributes the reviews to the appropriate Department Representatives. Requests for titles should be submitted using YBP when appropriate or the standard order spreadsheet.
B. Department Allocations

1. Order deadlines

   a. 50% of orders must be submitted to the Division Librarians by December 1st. Those orders must be submitted to Acquisitions by December 15th.

   b. If the department does not spend one-half of the funds by December 1st, the Division Librarian should either:

      1. Spend those funds within the next two weeks. Division Librarians should have a wish list of titles ready for ordering if needed.
      2. Notify the Acquisitions Librarian that the money will not be spent. Funds will then be returned for use by departments needing additional funds.

   c. 100% of orders must be submitted to the Division Librarians by January 31st, with orders being submitted to Acquisitions through GOBI or spreadsheets no later than March 1st.

2. Any funds remaining in the department allocation after this date will revert to the general library fund.

3. Contact the Division Librarian with questions concerning orders or department account balances.

C. Order Procedures

1. The Department Representative

   a. Distributes Choice Reviews and other review materials received from the Division Librarian to department members.

   b. Collects and coordinates orders for materials from all members of the department. All requests should be submitted using the standard order spreadsheet.

   c. Approves and forwards orders to the Division Librarian.

2. The Division Librarian

   a. Distributes Choice Reviews and other appropriate reviews to the Department Representatives for purchase consideration.

   b. Receives orders from the Department Representative; reviews and submits orders to the Acquisitions Department.

   c. Serves as a liaison between the library and the department.
D. **Orders for all non-department funds**

1. Orders for **50%** of funds should be submitted by **December 1st**.

2. Orders for **100%** of funds should be submitted to the Acquisitions department no later than **March 1st**.

3. Orders received after **March 1st** will be processed as funds become available and as time allows.

E. **Order Spreadsheets**

1. All requests for materials not available from YBP should be submitted on the standard order spreadsheet.

2. To expedite ordering, requests should be as complete as possible. Author, title, publisher, publication date, ISBN number, and price are essential for submitting an order.

**ELECTRONIC RESOURCES SELECTION PROCEDURES**

Requests for electronic resources should be directed to the Acquisitions/Collection Development Librarian who will work with the appropriate librarian during the selection process.

A. **Initial Vendor Contact**

1. Division Librarians – subject specific materials (for the General Collection).


3. IML Librarian – materials that will be housed and used in the IML.

4. Government Publications Librarian – materials that will be housed and used in the Government Publications area.

5. University Archivist – materials that will be housed and used in the Southwest Wisconsin Room.

The appropriate librarian will coordinate the completion of the **Electronic Resource Selection Checklist**.

B. **Report to the Electronic Resources Committee (EDC) and the Library Director**

After completing the checklist, the appropriate librarian will prepare a preliminary
report for the Electronic Resources Committee. The ERC will review the preliminary report and make a recommendation to the Library Director for resources that:

1. Represent a significant expense.
2. Will be available via the campus network.
3. Are accessible for all users, including those with disabilities.

C. **Trial Access**
Whenever possible, a trial access to the material should be arranged by the Acquisitions/Collection Development Librarian, with the librarians and other appropriate individuals being given the opportunity to preview it. After the conclusion of the trial period, the librarians will make the decision to purchase or subscribe to the item.

1. Products with trial periods lasting at least a semester will be available to faculty, staff, students, and librarians for their evaluation. When appropriate, the product will be made accessible through a designated web page.
2. Products with trial periods lasting less than a semester will be available to librarians only.

D. **Items Not Meeting the Criteria in A, Above**
For materials not representing a significant expense the Acquisitions/Collection Development Librarian will arrange for a trial access and the appropriate librarian will make the purchase decision.

E. **Contract Negotiation and Signing**
The Acquisitions/Collection Development Librarian will negotiate contracts for the desired materials and services. The Library Director will sign the final contract.

F. **Distribution of Contract Copies**
The license agreement and password information will be sent to the Acquisitions/Collection Development Librarian who will be responsible for maintaining a file of these items for each electronic resource subscribed to.

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