

I. COURSE DESCRIPTION:

Division: Learning Resources
Department: Library Technology
Course ID: LIB 066
Course Title: Acquisitions for Library Technicians
Units: 3 units
Lecture: 3 hours per week
Laboratory: None
Prerequisite: None

Catalog and Schedule Description:

Introduction to the publishing industry, principles of collection development, bibliographic searching, acquisitions tools and techniques, accounting and budgeting principles, an overview of ordering, receiving, and claiming procedures, and weeding.

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: One

III. EXPECTED OUTCOMES FOR STUDENTS:

Upon successful completion of the course, the student should be able to:

- A. Explain the function of the acquisitions department within the library, and the role of the library technician within the acquisitions department.
- B. Apply new knowledge of the publishing industry to the procedures used in acquiring library materials.
- C. Apply collection development principles to shaping a materials collection.
- D. Apply principles of bibliographic verification, ordering procedures, accounting principles, and record-keeping to a variety of library settings.
- E. Apply principles learned in class to weeding a materials collection.

IV. CONTENT:

- A. Overview of library technical services
 1. Acquisitions
 2. Serials
 3. Gifts and Exchange
 4. Cataloging
- B. Introduction to the publishing industry
 1. Book publishing
 2. Book publishing categories
 - a. Adult trade
 - b. Children's
 - c. Textbooks
 - d. Paperbound
 - e. Medical
 - f. Law
 - g. Scientific and Technical
 - h. Reference and Subscription
 - i. Religious
 - j. University Presses
 - k. Book Club Editions
 - l. Mail-order publishers
 - m. Electronic Media and Technology
 3. Publishing process
 4. Marketing and distribution
 5. Customer service
- C. Introduction to the Principles of Collection Development
 1. Collection Development Policies
 - a. Why needed
 - b. Format

2. Elements of a Collection Development Policy
 - a. Title page
 - b. Signature page
 - c. Table of contents
 - d. Background information
 - e. Collection responsibility
 - f. Goals & objectives
 - g. Evaluation criteria
 - h. Collection format guidelines
 - i. Selection aids
 - j. Intellectual Freedom statement
 - k. Collection maintenance/Weeding statement
 - l. Special considerations
 - m. Glossary of terminology
 - n. Appendices
 - o. Index
- D. Acquisition of Serials
 1. Vendors
 2. Ordering
 3. Check-In and Claiming
 4. Storage considerations
 5. Indexing
 6. Circulation of serials
 7. Retrospective collection
 8. Serials control
 - a. Record keeping
 - b. Binding routine
- E. Library networks
 1. Library systems
 2. Cooperative systems
- F. Bibliographic verification
 1. Phase I: Verification
 2. Phase II: Searching
 3. Standard verification sources
 4. Book requests
 5. Standards of information
 - a. Author
 - b. Title
 - c. Publisher
 - d. Place of publication
 - e. Date of publication
 - f. Price
 - g. ISBN
 - h. Series or edition note(s), if any
- G. Automated acquisitions
 1. Ideal library system components
 - a. Database access
 - b. Name/Address file
 - c. Purchase order writing
 - d. Online ordering
 - e. In-process file
 - f. Electronic claiming
 - g. Receiving/Payment noticing
 - h. Funds accounting
 - i. Management information
 - j. Vendor monitoring database
- H. Ordering and accounting procedures
 1. Vendor selection
 - a. Speed
 - b. Discount
 - c. Service

2. Acquisitions methods
 - a. Firm order
 - b. Standing order
 - c. Approval plans
 - d. Deposit accounts
 - e. Exchanges
 - f. Gifts
3. Order receipt and acquisitions records
 - a. Single card forms
 - b. Multiple order forms
 - c. Electronic order lists
 - d. Check-in procedures
 - e. Standard records
 - i. In-process/On-order file
 - ii. Serials check-in file
 - iii. Standing order file (KARDEX)
 - iv. Claims file
 - v. Packing slips file
 - vi. Correspondence file
4. Censorship
5. Weeding

V. METHODS OF INSTRUCTION:

- A. Lectures
- B. Small group projects and presentations
- C. Audiovisual aids
- D. Computer-assisted instruction
- E. Field trips.

VI. TYPICAL ASSIGNMENTS:

Research papers, journals, essays or other written components will be included by all instructors.

- A. Writing a collection development policy for a fictitious library.
- B. Writing an evaluation of a reference book, noting its authority, scope, currency, features, format, etc. Student must make a case for deciding to purchase this work or not for their fictitious library.
- C. Using a simple balance sheet to keep track of allocated funds as students select materials for the fictitious library.

VII. EVALUATION(S):

Method(s): Students are evaluated on their ability to apply course concepts as measured by

- A. Completion of research paper, essay exams, or journals
- B. True-false, multiple-choice or sentence completion exams
- C. Presentation of an oral report and/or written project

Frequency of Evaluation:

- A. Weekly assignments
- B. Two or three examinations
- C. Final report or project

TYPICAL EXAMINATION QUESTIONS:

- A. Why does a serial subscription require a long-term commitment by the library?
- B. What are the basic functions of the Technical Services department in a library?

VIII. TYPICAL TEXT(S):

- A. Chapman, Liz. Managing Acquisitions in Library and Information Services. Chicago: Library Association Publications, 2001.
- B. Wilkinson, Francis and Linda K. Lewis. The Complete Guide to Acquisitions. Littleton, CO: Libraries Unlimited, 2003.

San Bernardino Valley College
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IX. OTHER SUPPLIES REQUIRED OF STUDENTS: None